Strategy for setting and developing internal evaluation of the University of South Bohemia of České Budějovice
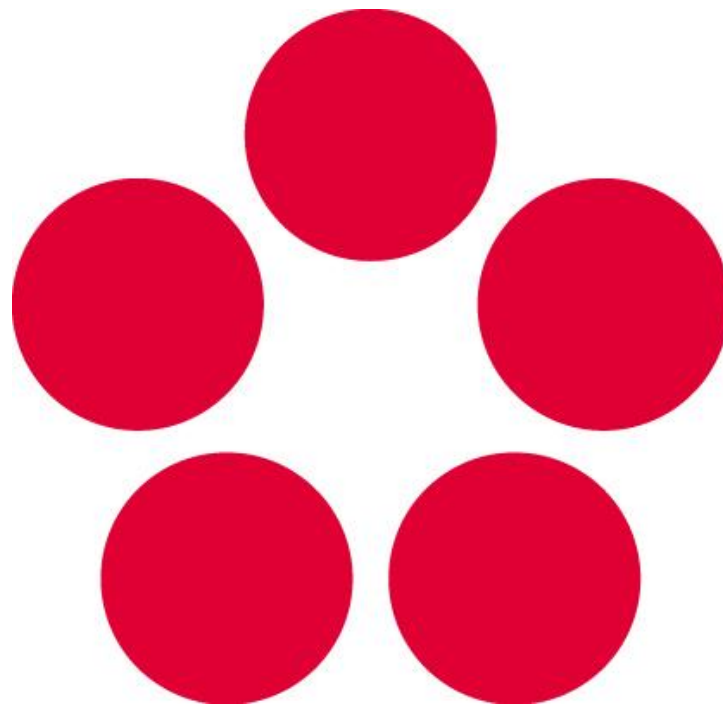
Foreword

The Strategy for Setting and Developing Internal Evaluation of the University of South Bohemia in České Budějovice is a document that can be an instrument for increasing the level of management work for the University and at the same time it can serve to control the economy, efficiency, and purposefulness of the implemented activities. Furthermore, this strategy can serve as a comprehensive basis for the preparation of other conceptual documents.

The presented S Setting and Development of Internal Evaluation of the University of South Bohemia in České Budějovice (USB) is prepared according to the standards of the project Development of USB – R&D Capacities II supported under the Operational Programme Research, Development and Education.
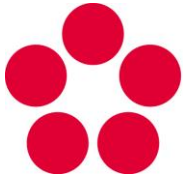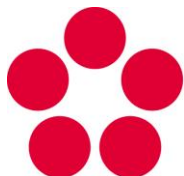
Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice

Strategic setting and development of the internal evaluation of a research organisation

The strategic setting and development of the internal evaluation of the research organisation is a key activity of the project below, which is being addressed by the five USB constituent parts involved in the project (out of a total of 8 faculties/units involved) and the USB Rectorate. The involved faculties are the Faculty of Fisheries and Protection of Waters, the Faculty of Arts, the Faculty of Economics, the Faculty of Agriculture and Technology and the Faculty of Health and Social Sciences. The choice of the faculties involved in the project was discussed in advance while taking into account the profile of the USB constituent parts and the need to represent a segment of the humanities and natural sciences that is somewhat similar in terms of disciplines. Other constituent parts not involved in the project are and will be kept informed of the project's outcomes and will actively participate in the commenting procedure (Faculty of Theology, Faculty of Education, Faculty of Science). The aim of the project is to develop a university strategy with applicability across the whole University.

Information about the project supported by the Operational Programme Research, Development and Education:

Project name: Development of USB – R&D Capacities II

Duration of the project: 1. 1. 2021 – 31. 12. 2022

Project annotation:

The aim of the project is to support the development of the capacity, knowledge and skills of USB staff in order to increase their professional skills. The basic instrument of the project will be to support the strategic management setup of USB in line with innovative practices used in leading global research organisations. The project is a continuation, appropriate complement and extension of the already implemented synergy project Development of USB – R&D Capacities, within which the applicant has already started the process of obtaining and maintaining the 'HR Award'. The project Development of USB – R&D Capacities II is aimed at the development of the following identified needs in the field of strategic management of R&D, including the setting of strategic management at the level of the University and its units (faculties involved in the project): internal evaluation, international cooperation in R&D and internationalisation of USB, inter-sectoral cooperation and technology transfer. The expected outcome of the project is therefore the setting up of an environment for strategic, methodological and procedural management of the above-identified needs with a demonstrable impact on the development of the University in the areas defined in conceptual materials such as the Long-term Plan (education, research, internationalisation, openness, governance). The idea of the project is to try to strategically design procedures (create internal strategies), management at the USB in relation to initial and 'vital' regulations such as the Innovation Strategy of the Czech Republic 2019–2030, Methodology 17+, etc.

The following key activities will be implemented within the project:

Mandatory project activities:
Project Management

Optional project activities:
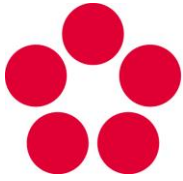
4. Strategic setting and development of the internal evaluation of a research organisation

5. Strategic setting and development of international cooperation in research and development and internationalisation of a research organization

6. Strategic setting and development of intersectoral cooperation and technology transfer

Analysis of the current environment, proposal of the strategy concept

Analysis of the current situation

At present, there is no comprehensive Strategy for the Evaluation of Researchers/Groups/Teams (hereinafter referred to as the Strategy) at USB. The evaluation of researchers takes place annually at several independent of each other. An internal questionnaire survey and a focus group were conducted as the initial basis for the analytical part of the strategy. The survey was conducted at the level of the Rectorate and at the following faculties of the University: the Faculty of Economics, the Faculty of Fisheries and Protection of Waters, the Faculty of Arts, the Faculty of Agriculture and Technology and the Faculty of Health and Social Sciences[1]. **These analyses revealed**:
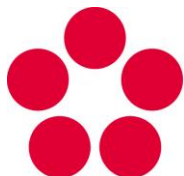
The investigation at the Rectorate level revealed that in addition to the Evaluation of Non-Academic Staff (ENAS), another form of evaluation is conducted at this unit – Evaluation of Current Work and Performance of Current Tasks. This is not a regular evaluation and is used, for example, in the IRO, but also in other offices. At the Rectorate, the evaluation of work that is not part of the employee's job description is not covered by methodological guidelines or directives. There is no internal international evaluation at the Rectorate (except for the planned work of the International Board supported by the project).

The Faculty of Fisheries and Protection of Waters conducts an evaluation of academic staff (EAS), ENAS as well as regular annual staff evaluations before members of the Dean's Board. The faculty has long had an International Faculty Board and Centre which conducts an independent evaluation of the faculty and the CENAKVA research centre every 2 years. This International Board serves as an example of good practices for other constituent parts of USB. The internal evaluation system at this faculty has been innovated by the internal evaluation strategy, which was developed within the framework of the synergistic project USB Development – R&D Capacities I and will also serve as a suitable basis for the development of university approaches, strategies and guidelines defining the setting and development of USB internal evaluation.

The Faculty of Economics also conducts evaluation of academic staffs (EAS), ENAS and regular annual staff evaluations, especially in the areas of science and instruction. Staff evaluations are anchored in Dean's Ordinance 170/2019 and also in Dean's Ordinance 171/2019, on financial support for research, development and instruction activities at the Faculty of Economics of the University of South Bohemia in České Budějovice. Internal international evaluation is not implemented at the faculty.

The Faculty of Arts conducts regular annual evaluations of academic and non-academic staff within the framework of EAS and ENAS. The evaluation is conducted through long-term set processes, specific methodological guidelines developed in the form of internal regulations are not used for this purpose. Internal international evaluation is not yet implemented at the faculty.

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[1] *The full survey outputs are available as Annexes to this document.*

The Faculty of Agriculture and Technology conducts regular EAS and annual staff evaluations, where the heads of the Faculty of Agriculture and Technology units evaluate individual staff members in the form of a questionnaire. Internal international evaluation is not yet implemented at the faculty.

The Faculty of Health and Social Sciences also conducts an evaluation of academic staff (EAS), ENAS and also a regular annual evaluation of academic staff. The evaluation is not anchored in any directive and there is no internal international evaluation.

SWOT analysis based on the questionnaire survey

Strengths

- EAS and ENAS system in place.
- Mostly available feedback materials.
- Regularity in evaluation (usually annually).
- Established and functioning control mechanisms, bodies defined by Act No 111/1998, On Higher Education and on Amendments and Supplements to Other Acts (Higher Education Act).

Weaknesses

- The evaluation system is not anchored in internal guidelines and measures.
- Mostly no internal international evaluation is conducted.
- Lack of conceptual material across the USB creating effective linkages between the various boards, bodies and evaluation processes.
- Lack of sharing the outputs of partial evaluations between the components of USB (domestic, international).
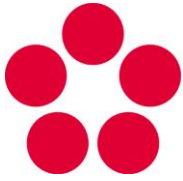
Opportunities

- Willingness to improve and streamline the internal evaluation system.

Threats

- Legislative changes (change or amendment of the 'Higher Education Act' in relation to the assessment system).
- High workload to eliminate weaknesses and exploit opportunities at the expense of the current overload of key USB staff whose participation in strategy development is essential.

It is clear from the analytical part of the strategy that a realistic and achievable goal of the strategy is to eliminate the weaknesses of internal evaluation at USB.

The analysis also includes a summary of the individual committees that operate at the University of South Bohemia in České Budějovice and whose activities are determined by Act No 111/1998, on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act). These boards have an influence on the internal evaluation of public universities (the International Board of the University of South Bohemia in České Budějovice, the Scientific Board of the University of Bohemia, the Academic Senate of the University of Bohemia, the Board of Trustees of the University of Bohemia, the Internal Evaluation Board of the University of Bohemia and the boards of the individual faculties concerned).
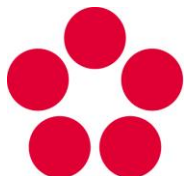
INFORMATION SYSTEM FOR ACADEMIC STAFF EVALUATION (IS EAS)

The Evaluation of Academic Staff Information System (IS EAS) is an instrument with a user-friendly interface for entering, evaluating and presenting data related to an employee's work activities. It allows not only the actual data entry, the calculation of the evaluation and the display of the outputs, but the management of the system as a whole. The IS EAS provides managers with an overview of activities and workload of their subordinates. For the academic staff themselves, IS EAS can also serve for self-reflection and as a database of results (useful, e.g. for the processing of grant applications). Within the IS EAS, the academic staff member is evaluated in the areas of instruction, research and organisational activities. This is based on a questionnaire filled in by the staff member via the web interface of the system. The individual activities are scored according to their importance and time requirement. As regards the evaluation of instruction activities, direct instruction, supervision of students and work related to the development of fields of study are taken into account. For the evaluation of scientific research activities, the R&D evaluation methodology is used as a basis and some other important activities are also included (e.g. leading grant projects, membership of editorial boards, etc.). For each of the areas, standards of evaluation scores are set, especially for each of the positions (e.g. assistant professor, associate professor, professor).

EVALUATION OF NON-ACADEMIC STAFF (ENAS)

This evaluation is defined by the Rector's Ordinance on the Evaluation of Non-Academic Staff R 480 of 18 October 2021. The aim of the evaluation is to comprehensively and objectively capture the employee's performance, behaviour and development potential of the person being evaluated. The output of the ENAS includes information on the effectiveness of activities performed, work behaviour, compliance with duties, self-evaluation, and the implementation of career development plans. The self-assessment form gives the appraisee the opportunity to comment on the above criteria and provides the appraiser with information on his/her management style and system and the satisfaction of his/her subordinates.

INTERNATIONAL BOARD OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

The International Board of the University of South Bohemia in České Budějovice (the International Board of the University of South Bohemia in České Budějovice) is an advisory body to the Rector for assessing the direction and quality of the educational and creative activities of the University of South Bohemia. The Rector of the University of South Bohemia appoints the members of the International Board of the University of South Bohemia for a period of five years after discussion in the Rector's higher education institution of the University of South Bohemia. The USB International Board is composed of at least 6 and no more than 10 members who are respected international experts who have been working outside the Czech Republic for a long time.

The USB International Board provides opinions and recommendations in the area of newly developed degree programmes of USB and in the area of the future direction of the intended degree programmes of USB, expresses its opinion on the areas of education for which the USB seeks accreditation, or suggests procedures for possible improvement of the overall concept of education at USB. The USB International Board gives suggestions for improving the organisation and processes of USB's scientific and research activities, gives suggestions on conceptual matters and, at the request of the Rector, conducts evaluations of individuals or teams proposed for USB grants, medals and awards.

Communication between the USB Rector and the members of the USB International Board takes place via e-mail. The USB International Board meets at least once every five years. The appointment of the members of the USB International Board is for five years.

The members of the USB International Board were appointed by the Rector on 1 January 2018.

Current composition of the International Board of the USB

1	**Prof. Dr. Norbert Müller** President of the USB International Board	Institute of Organic Chemistry, Johannes Kepler University, Austria
2	Prof. Dr. James Sanford Rikoon Vice President of the USB International Board	higher education institution of Human Environmental Sciences, University of Missouri, USA
3	Prof. Dr. hab. Joanna Czaplińska	Faculty of Philology, University of Opole, Poland
4	Prof. Dr. Johan Verreth	Graduate School WIAS, Wageningen University, The Netherlands
5	Prof. Dr. Martin Lindner	Martin Luther University Halle-Wittenberg, Germany
6	Prof. Dr. József Betlehem, Ph.D.	Faculty of Health Sciences, University of Pécs, Hungary
7	Assoc. Prof. Ioan Bencsik, PhD	Faculty of Animal Science and Biotechnology, Banat University of Agricultural Science and Veterinary Medicine Timisoara, Romania
8	Prof. Dr. Klaus Baumann	Albert-Ludwigs-Universität Freiburg, Germany
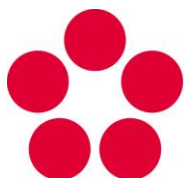
INTERNATIONAL BOARD OF THE FACULTY OF FISHERIES AND PROTECTION OF WATERS OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE AND THE SOUTH BOHEMIAN RESEARCH CENTRE FOR AQUACULTURE AND BIODIVERSITY OF HYDROCENOSES (MRFC)
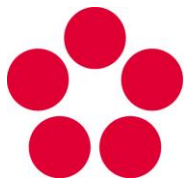
Legislative definition:

The MRFC serves as an independent advisory and evaluation body to the Dean of the faculty and the Director of the South Bohemian Research Centre for Aquaculture and Biodiversity of Hydrocenoses. The MRFC was established by the USB Rector and the Dean of FFPW USB.

Basic MRFC activities:

- The primary task of the MRFC is to be an advisory body to the Dean of the FFPW USB and the Director of CENAKVA, composed of eminent foreign scientific personalities who are able to evaluate the level of the FFPW USB and CENAKVA.
- MRFC deals with conceptual issues of development of FFPW USB and CENAKVA.
- It evaluates the professional level of FFPW USB and CENAKVA in the field of the subject of their activities.
- It assesses the quality of scientific direction/strategy and the quality of outputs from an international perspective, or provides recommendations, suggestions for improving the quality of the activities of the faculty and CENAKVA.
- Evaluates and recommends development strategies for implementation according to the individual objectives/themes of the faculty, institutes and CENAKVA, such as research programmes; centre activities; general science, research and applications; education; international relations; lifelong learning; commercial activities; promotion and marketing; human resources and staff development; financing and management, etc.
- Recommends for approval or comments to the Dean of the faculty the Long-term Development Plan of the FFPW USB.
- It recommends for approval, or comments to the CENAKVA Director, the Dean of the faculty and the USB Rector, the long-term development plan of CENAKVA.
- The MRFC also comments on issues submitted to it by the USB Rector, the Dean of the faculty, the Director of CENAKVA.
- The outcome of the joint meeting is the recommendations formulated by the MRFC and the Board decides by resolution.

Current composition of the International Board of the faculty and the CENAKVA Centre (2020–2025):

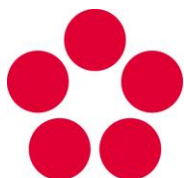| 1	**Prof. Verreth Johan**	**Chair** – Wageningen University, Netherlands
2	Prof. Kaushik Sadasivam	ECOAQUA, Gran Canaria, Spain
3	Prof. Kohler Achim	Norwegian University of Life Sciences, Norway
4	Prof. Dr. Werner Kloas	Leibniz-Institute of Freshwater Ecology and Inland Fisheries, Berlin, Germany
5	Prof. Tysklind Mats	Umea University, Department of Chemistry, Sweden
6	Prof. Urbanyi Bela	Szent István University, Hungary

7 | Dr. Vandeputte Marc | INRA-IFREMER, France

COMMERCIALISATION AND SOCIAL RELEVANCE BOARD OF FFPW USB and CENAKVA
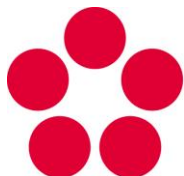
Legislative definition:

The CSRB serves as an independent advisory and evaluation body to the Dean of FFPW USB and the Director of the South Bohemian Research Centre for Aquaculture and Biodiversity of Hydrocenoses (CENAKVA).

Basic activities of the CSRB:

- The CSRB is an advisory body whose main task is to assess the strategy of the FFPW USB and the CENAKVA Centre in the field of knowledge commercialisation and societal relevance. For example, the CSRB assesses strategic projects and major commercialisation plans, discusses strategic plans or submits suggestions to the management of FFPW USB and CENAKVA Centre to increase the efficiency of knowledge commercialisation also with regard to social responsibility and sustainability (commercial, social usefulness of research in relation to meeting the needs of the current and future generation).
- The CSRB recommends conceptual changes in the focus and management of CENAKVA also with regard to the recommendations arising from the meetings of the International Board of FFPW USB and the CENAKVA Centre.
- The CSRB also comments on issues submitted to it by the Dean of FFPW USB or the Director of CENAKVA, and decides by resolution.
- The outcome of the joint meeting is the recommendations formulated by the CSRB.
- The CSRB is composed of at least 10 members and brings together domestic personalities from science and research, the commercial sector, and other important entities.
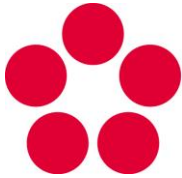
Current composition of the CSRB:

1	prof. PhDr. Bohumil Jiroušek, Dr.	University of South Bohemia in České Budějovice
2	prof. Ing. Pavel Kozák, Ph.D.	Faculty of Fisheries and Protection of Waters, USB
3	doc. Ing. Vladimír Žlábek, Ph.D.	Faculty of Fisheries and Protection of Waters, USB
4	Mgr. RNDr. Růžena Štemberková, Ph.D.	University of South Bohemia in České Budějovice
5	Ing. Ruth Bízková	Research, Development and Innovation Council
6	PhDr. Ing. Vlastislav Bříza Ph.D.	KOH-I-NOOR holding a.s.
7	Ing. Jan Cihlář	Water Management Development and Construction, a.s.
8	RNDr. Jakub Horecký, Ph.D.	Ministry of the Environment of the Czech Republic
9	Mgr. Pavel Hubený	Šumava National Park Administration
10	Ing. Jan Hůda, Ph.D.	Fishermen's Association of the Czech Republic
11	RNDr. Eva Janouškovcová, Ph.D.	Masaryk University
12	Ing. Silvana Jirotková	Ministry of Industry and Trade

13	doc. Ing. Jiří Krechl, CSc.	CzechInvest
14	Ing. Jan Kříž	Ministry of the Environment of the Czech Republic
15	MUDr. Martin Kuba	South Bohemia region
16	RNDr. Petr Kubala	Vltava River Basin, s.p.
17	RNDr. Pavel Punčochář, CSc.	Ministry of Agriculture of the Czech Republic
18	Mgr. Mark Rieder	Czech Hydrometeorological Institute
19	Ing. Hana Šťastná	Agrarian Chamber of the South Bohemian Region
20	Ing. Vilém Žák	SOVAK ČR

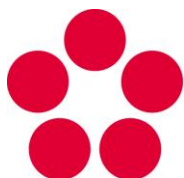SCIENTIFIC BOARD OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Legislative definition:

The legal status and powers of the Scientific Board of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') (hereinafter referred to as 'Scientific Board') are governed by Act No 111/1998, on Higher Education and on Amendments and Supplements to Other Acts, as amended (hereinafter referred to as the 'Act') and the Rules of Procedure, Section 11.

The members of the Scientific Board of a public higher education institution are prominent representatives of the fields in which the university conducts educational and creative activities. At least one-third of the members shall be persons other than members of the academic community of the school.

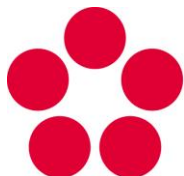**Basic activities of the USB Scientific Board:**

- Discusses the draft strategic plan of the public higher education institution before submitting it to the academic senate of the public higher education institution.
- Approves degree programmes submitted by the Rector on the proposal of the scientific or artistic council of the relevant faculty; in the case of degree programmes not held at faculties, without such a proposal.
- Approves the intention to submit an application for accreditation, extension of accreditation or extension of the period of validity of accreditation of degree programmes submitted by the Rector on the proposal of the scientific or artistic council of the faculty concerned; in the case of degree programmes which are not at the faculty, without such a proposal.
- Approves, on the proposal of the Rector, the intention to submit an application for institutional accreditation for an area or areas of education and for the extension of institutional accreditation for another area or areas of education.
- Approves the intention to submit an application for accreditation of the habilitation procedure or the procedure for appointment as professor submitted by the Rector on the proposal of the scientific or artistic council of the relevant faculty; in the case of proceedings not taking place at a faculty, without such a proposal.
- Approves, on the Rector's proposal, the intention to waive institutional accreditation, the intention to cancel a degree programme and the intention to waive accreditation of habilitation or professorship procedures.
- It exercises competence in the procedure for appointment as professor and in the habilitation procedure to the extent provided for by this Act.
- Discusses the draft 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 the public higher education institution submitted by the Rector before submitting the draft to the Academic Senate of the public higher education institution.
- Discusses the Rector's intentions to appoint or remove members of the Internal Evaluation Board if established.
- Discusses the draft report on the internal evaluation of the quality of educational, creative and related activities of the public higher education institution submitted by the chair of the Internal Evaluation Board before submitting the draft to the Academic Senate of the public higher education institution and draft amendments to the report.
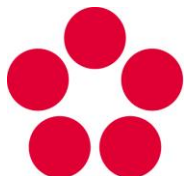
- Discusses the draft annual report on the activities of the higher education institution before submitting the draft to the Academic Senate of the public higher education institution.
- It shall exercise other competencies as set out in the statutes of the public higher education institution.

The current composition of the USB Scientific Board:

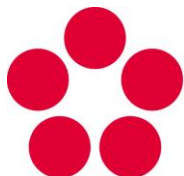| 1	The Chair:	Prof. PhDr. Bohumil Jiroušek, Dr., Rector of USB
2	Internal member:	doc. RNDr. Petr Bartoš, Ph.D., Dean, Faculty of Agriculture and Technology, USB
3	Internal member:	PaedDr. Petr Bauman, Ph.D., USB Vice-Rector for Student Affairs
4	Internal member:	doc. Ing. Luděk Berec, Dr., USB Vice-Rector for Science
5	Internal member:	prof. MUDr. Mgr. Alan Bulava, Ph.D., Faculty of Health and Social Sciences, USB
6	Internal member:	prof. PhDr. Václav Bůžek, CSc., Faculty of Arts, USB
7	Internal member:	prof. Ing. Martin Flajšhans, Dr.rer.agr., Faculty of Fisheries and Protection of Waters USB
8	Internal member:	Ing. Ludvík Friebel, Ph.D., USB Vice-Rector for Internal Management and External Relations
9	Internal member:	Prof. RNDr. Libor Grubhoffer, CSc., Hon. D.Sc., Director of the Biology Centre CAS, v. v. i., Faculty of Science, USB
10	Internal member:	Mgr. Ivana Chloubová, Ph.D., Dean, Faculty of Health and Social Sciences, USB
11	Internal member:	doc. RNDr. Jana Klicnarová, Ph.D., Vice-Dean, Faculty of Economics, USB
12	Internal member:	prof. RNDr. Dalibor Kodrík, CSc., Biology Centre CAS, v. v. i. Faculty of Science, USB
13	Internal member:	doc. RNDr. Helena Koldová, Ph.D., Dean, Faculty of Education, USB
14	Internal member:	prof. Ing. Pavel Kozák, Ph.D., Dean, Faculty of Fisheries and Protection of Waters USB
15	Internal member:	prof. Ing. Martin Křížek, CSc., Faculty of Agriculture and Technology, USB
16	Internal member:	prof. Ing. Otomar Linhart, DrSc., Faculty of Fisheries and Protection of Waters USB
17	Internal member:	prof. Tomáš Machula, Ph.D., Th.D., USB Vice-Rector for Internal Evaluation
18	Internal member:	Prof. PaedDr. Vladimír Papoušek, CSc., Vice-Dean, Faculty of Arts, USB
19	Internal member:	doc. PhDr. Ondřej Pešek, Ph.D., Dean, Faculty of Arts, USB
20	Internal member:	prof. RNDr. Tomáš Polívka, Ph.D., Faculty of Science, USB

21	Internal member:	Prof. PaedDr. Iva Stuchlíková, CSc., Vice-Dean, Faculty of Education, USB
22	Internal member:	doc. PhDr. Rudolf Svoboda, Ph.D., Dean, Faculty of Theology, USB
23	Internal member:	prof. Ing. Hana Šantrůčková, CSc., Dean, Faculty of Science, USB
24	Internal member:	doc. Dr. Ing. Dagmar Škodová Parmová, Dean, Faculty of Economics, USB
25	Internal member:	prof. Ing. Miloslav Šoch, CSc., Faculty of Agriculture and Technology, USB
26	Internal member:	prof. PhDr. Valérie Tóthová, Ph.D., R.N., Vice-Dean, Faculty of Health and Social Sciences, USB
27	Internal member:	doc. Mgr. Jitka Vacková, Ph.D., Faculty of Health and Social Sciences, USB
28	Internal member:	doc. RNDr. Radka Závodská, Ph.D., USB Vice-Rector for International Relations
29	External member:	prof. Ing. Jiří Balík, CSc., dr.h.c., Faculty of Agrobiology, Food and Natural Resources, Czech University of Agriculture in Prague
30	External member:	prof. RNDr. Bohuslav Gaš, CSc., Faculty of Science, Charles University
31	External member:	prof. RNDr. Tomáš Herben, CSc., Botanical Institute of the CAS, v.v.i., Faculty of Science, Charles University
32	External member:	doc. Dr. RNDr. Miroslav Holeček, Rector, University of West Bohemia in Pilsen
33	External member:	prof. PhDr. Martin Holý, Ph.D., Director, Institute of History of the CAS, v.v.i.
34	External member:	prof. PhDr. Darja Jarošová, Ph.D., Faculty of Medicine, University of Ostrava
35	External member:	prof. Ing. Miroslav Ludwig, CSc., Vice-Rector, University of Pardubice
36	External member:	prof. PhDr. Tomáš Nejeschleba, Ph.D., Faculty of Arts, Palacký University in Olomouc
37	External member:	Professor Phlic. Vojtěch Novotný, Th.D., Dean, Faculty of Catholic Theology, Charles University
38	External member:	prof. PhDr. Jiří Pelán, Ph.D., Faculty of Arts, Charles University
39	External member:	prof. Ing. Petr Ráb, DrSc., Institute of Animal Physiology and Genetics of the CAS, v.v.i.
40	External member:	doc. Ing. Pavel Ryant, Ph.D., Dean, Faculty of Agronomy, Mendel University in Brno
41	External member:	prof. Ing. Petr Sklenička, CSc., Rector, Czech University of Agriculture, Prague
42	External member:	prof. MUDr. Jaroslav Slaný, CSc., Dean, Faculty of Health and Social Work, University of Trnava
43	External member:	prof. PhDr. Stanislav Štech, CSc., Faculty of Education, Charles University
44	External member:	doc. Ing. Zdeněk Tůma, CSc., Chair of the Supervisory Board of ČSOB a.s., Faculty of Social Sciences, Charles University

| 45 | External member: | Prof. PhDr. Petr Vorel, CSc., Vice-Rector, University of Pardubice |
| 46 | External member: | Prof. RNDr. Eva Zažímalová, CSc., President of CAS, Czech Academy of Sciences |

SCIENTIFIC BOARD OF THE FACULTY OF FISHERIES AND PROTECTION OF WATERS OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Legislative definition:

The legal status and powers of the Scientific Board of the Faculty of Fisheries and Protection of Waters (hereinafter referred to as 'FFPW' or 'faculty') of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') (hereinafter referred to as 'Scientific Board') are governed by Act No 111/1998, on Higher Education Institutions and on Amendments and Supplements to Other Acts, as amended (hereinafter referred to as 'Act') and the Rules of Procedure.
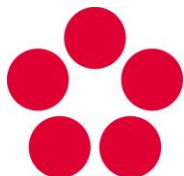
Members of the Scientific Board are prominent representatives of the fields in which FFPW USB conducts educational and creative activities. At least one third of the members are persons other than members of the academic community of USB, of which FFPW USB is a part.

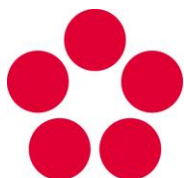**Basic activities of the Scientific Board of FFPW USB:**

- Discusses the draft strategic plan of the educational and creative activities of FFPW USB developed in accordance with the Strategic Plan of the USB and the draft annual Plan for the implementation of the strategic plan of FFPW USB.
- It approves proposals for degree programmes to be implemented at USB FFPW and submits them to the USB Scientific Board for approval through the Rector.
- It proposes to the Rector the intention to submit an application for accreditation, extension of accreditation or extension of the period of validity of accreditation of degree programmes implemented at FFPW USB.
- Proposes to the Rector the intention to submit an application for accreditation of the habilitation procedure and the procedure for appointment as a professor, in the case of procedures conducted at FFPW USB.
- It performs its duties in the habilitation procedure and in the procedure for appointment as a professor to the extent provided for by law.
- The Scientific Board expresses its opinion in particular on matters submitted by the Dean.

Current composition of the Scientific Board of the FFPW USB:

1	The Chair:	prof. Ing. Pavel Kozák, Ph.D., FFPW USB Vodňany
2	Secretary:	Ing. Antonín Kouba, Ph.D., FFPW USB Vodňany
3	Internal member:	doc. Ing. Tomáš Policar, Ph.D., FFPW USB Vodňany
4	Internal member:	doc. Ing. Vladimír Žlábek, Ph.D., FFPW USB Vodňany
5	Internal member:	prof. Ing. Otomar Linhart, DrSc., FFPW USB Vodňany
6	Internal member:	prof. Ing. Martin Flajšhans, Dr. rer. agr., FFPW USB Vodňany
7	Internal member:	prof. Ing. Tomáš Randák, Ph.D., FFPW USB Vodňany
8	Internal member:	doc. Ing. Jan Mráz, Ph.D. FFPW USB České Budějovice

9	Internal member:	doc. Ing. Martin Kocour, Ph.D., FFPW USB Vodňany
10	Internal member:	prof. RNDr. Dalibor Štys, CSc., FFPW USB Nové Hrady
11	Internal member:	Ing. Petr Císař, Ph.D., FFPW USB Nové Hrady
12	Internal member:	doc. Mgr. Roman Grabic, Ph.D., FFPW USB Vodňany
13	Internal member:	prof. RNDr. Tomáš Polívka, Ph.D., Faculty of Science, USB České Budějovice
14	Internal member:	doc. RNDr. Josef Matěna, CSc., BC CAS, v.v.i., České Budějovice
15	External member:	prof. Ing. Petr Ráb, DrSc., IŽFG AV ČR, v.v.i., Liběchov
16	External member:	Prof. RNDr. Luděk Bláha, Ph.D., Faculty of Science MU Brno
17	External member:	doc. RNDr. Milan Gelnar, CSc., Faculty of Science MU Brno
18	External member:	prof. Ing. Lukáš Kalous, Ph.D., FAPPZ, ČZU in Prague
19	External member:	doc. Mgr. Ondřej Slavík, Ph.D., FAPPZ, ČZU in Prague
20	External member:	prof. Ing. Radka Kodešová, CSc., FAPPZ, ČZU in Prague
21	External member:	Ing. Dr. Pavel USBrajda, Institute of Vertebrate Biology of the CAS, v.v.i. Brno
22	External member:	doc. Mgr. Pavel Drozd, Ph.D., Faculty of Science OU, Ostrava

SCIENTIFIC BOARD OF THE FACULTY OF ECONOMICS OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE
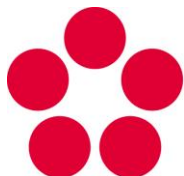
Legislative definition:

The Scientific Board is one of the self-governing academic bodies of the faculty. It is established pursuant to Act No 111/1998, on Higher Education and on Amendments and Supplements to Other Acts, as amended.

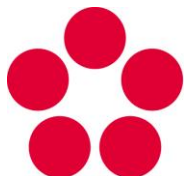**Basic activities of the Scientific Board of FEC USB:**

The Scientific Board is composed of internal and external members who are appointed to the position. It has rules of procedure which are binding on its activities. At its meetings, it deals with matters related to the running of the faculty, e.g. the draft strategic plan for the educational and creative activities of the FEC USB, proposals for degree programmes, applications for accreditation of degree programmes and habilitation and professorial procedures. Habilitation procedures and procedures for appointment as professor are conducted here and the Scientific Board subsequently approves successful candidates for appointment as associate professor or professor. Last but not least, it comments on other proposals submitted by the Dean.

Current composition of the Scientific Board of the FEC USB:

1	Internal member:	doc. Ing. Václav Beran, DrSc., FEC USB
2	Internal member:	doc. Ing. Ladislav Beranek, CSc., FEC USB
3	Internal member:	doc. Ing. Eva Cudlínová, CSc., FEC USB
4	Internal member:	doc. Ing. Ivana Faltová Leitmanová, CSc., FEC USB
5	Internal member:	doc. Ing. Darja Holátová, Ph.D., FEC USB
6	Internal member:	doc. Ing. Milan Jílek, Ph.D., FEC USB
7	Internal member:	prof. Ing. Eva Kislingerová, CSc., FEC USB
8	Internal member:	doc. RNDr. Jana Klicnarová, Ph.D., FEC USB
9	Internal member:	doc. RNDr. Renata Klufová, Ph.D., FEC USB
10	Internal member:	doc. RNDr. Tomáš Mrkvička, Ph.D., FEC USB
11	Internal member:	doc. RNDr. Josef Navrátil, Ph.D., FEC USB
12	Internal member:	doc. Ing. Kamil Pícha, Ph.D., FEC USB
13	Internal member:	doc. Ing. Ladislav Rolínek, Ph.D., FEC USB
14	Internal member:	doc. Ing. Petr Řehoř, Ph.D., FEC USB

15	Internal member:	doc. Dr. rer. soc. oec. Ing. Dagmar Škodová Parmová, FEC USB
16	Internal member:	prof. RNDr. Pavel Tlustý, CSc., FEC USB
17	Internal member:	prof. Ing. Drahoš Vaněček, CSc., FEC USB
18	External member:	doc. Ing. Vladislav Bína, Ph.D., PUEB in Prague
19	External member:	doc. Ing. Jaroslava Holečková, Ph.D., PUEB in Prague
20	External member:	doc. RNDr. Lenka Komárková, Ph.D., PUEB in Prague
21	External member:	prof. Ing. Petr Marek, CSc., PUEB in Prague
22	External member:	Dr. rer. soc. oec. Ing. Martin Dvořák, MBA, Zambelli – technik, spol s r. o.
23	External member:	prof. Ing. Lubomír Gurčík, CSc., Slovak University of Agriculture in Nitra
24	External member:	prof. Ing. Ivana Tichá, Ph.D., ČZU in Prague
25	External member:	prof. Ing. Miroslav Svatos, CSc., ČZU in Prague
26	External member:	Ing. Martin Pelikán, Ph.D., ČZU in Prague
27	External member:	prof. PhDr. Ing. Věra Majerová, CSc., ČZU in Prague
28	External member:	prof. Ing. Jan Hron, DrSc., dr. h. c., ČZU in Prague
29	External member:	doc. Ing. Michaela Krechovská, Ph.D., University of West Bohemia in Pilsen
30	External member:	Prof. Dr. Ing. Miroslav Plevný, University of West Bohemia in Pilsen
31	External member:	doc. Ing. Petra Marešová, Ph.D., University of Hradec Králové
32	External member:	prof. Ing. Kamil Kuča, CSc., University of Hradec Králové
33	External member:	prof. Ing. Martin Macháček, Ph.D. et Ph.D., VSB – Technical University of Ostrava
34	External member:	doc. Ing. David Tuček, Ph.D., Tomas Bata University in Zlín
35	External member:	doc. Ing. Pavel Žufan, Ph.D., Mendel University in Brno
36	External member:	prof. Ing. Iva Živělová, CSc., Mendel University in Brno
37	External member:	prof. Ing. Miroslav Žižka, Ph.D., Technical University of Liberec

SCIENTIFIC BOARD OF THE FACULTY OF AGRICULTURE AND TECHNOLOGY OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Legislative definition:

The Scientific Board is one of the self-governing academic bodies of the faculty. It is established pursuant to Act No 111/1998, on Higher Education and on Amendments and Supplements to Other Acts, as amended.
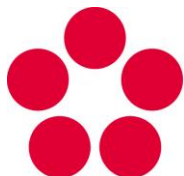
The Scientific Board is composed of internal and external members who are appointed to the position. It has rules of procedure which are binding on its activities. At its meetings, it deals with matters related to the running of the faculty, e.g. the draft strategic plan for the educational and creative activities of the Faculty of Science, proposals for degree programmes, applications for accreditation of degree programmes and habilitation and professorial procedures. Habilitation procedures and procedures for appointment as professor are conducted here and the Scientific Board subsequently approves successful candidates for appointment as associate professor or professor. Last but not least, it comments on other proposals submitted by the Dean.

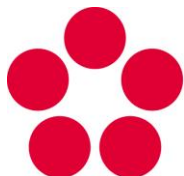**Basic activities of the Scientific Board of FAT USB:**

The Scientific Board is composed of internal and external members who are appointed to the position. It has rules of procedure which are binding on its activities. At its meetings, it deals with matters related to the running of the faculty, e.g. the draft strategic plan for the educational and creative activities of the Faculty of Science, proposals for degree programmes, applications for accreditation of degree programmes and habilitation and professorial procedures. Habilitation procedures and procedures for appointment as professor are conducted here and the Scientific Board subsequently approves successful candidates for appointment as associate professor or professor. Last but not least, it comments on other proposals submitted by the Dean.

The current composition of the Scientific Board of FAT USB:

1	Internal member:	doc. RNDr. Petr Bartoš, Ph.D., FAT USB
2	Internal member:	doc. Ing. Jan Bárta, Ph.D., FAT USB
3	Internal member:	Ing. Andrea Bohatá, Ph.D., FAT USB
4	Internal member:	Dr. Ing. Jaromír Kadlec, FAT USB
5	Internal member:	doc. Ing. Petr Konvalina, Ph.D., FAT USB
6	Internal member:	doc. Mgr. Michal Berec, Ph.D., FAT USB
7	Internal member:	doc. Ing. Jakub Brom, Ph.D., FAT USB
8	Internal member:	prof. Ing. Martin Křížek, CSc., FAT USB
9	Internal member:	doc. Ing Pavel Ondr, CSc., FAT USB

10	Internal member:	doc. Ing. Pavel Smetana, Ph.D., FAT USB
11	Internal member:	Ing. Luboš Smutný, Ph.D., FAT USB
12	Internal member:	prof. Ing. Miloslav Šoch, CSc., dr. h. c., FAT USB
13	Internal member:	prof. Ing. Pavel Kozák, Ph.D., FFPW USB
14	External member:	prof. Ing. Jiří Balík, CSc., dr. h. c., ČZU, Faculty of Agrobiology, Food and Natural Resources
15	External member:	prof. Ing. Miroslav Dumbrovský, CSc., Brno University of Technology
16	External member:	doc. Dr. Ing. Zdeněk Havlíček, MENDELU, Faculty of Agronomy
17	External member:	doc. Ing. Petr Homolka, CSc., Ph.D., Research Institute of Animal Production
18	External member:	prof. Ing. Iva Langrová, CSc., ČZU, Faculty of Agrobiology, Food and Natural Resources
19	External member:	doc. MVDr. Pavel Novák, CSc., Research Institute of Animal Production
20	External member:	doc. Ing. Peter Ondrišík, Ph.D., SPU in Nitra, Faculty of Agrobiology and Food Resources
21	External member:	doc. Ing. Pavel Ryant, Ph.D., MENDELU, Faculty of Agronomy
22	External member:	Prof. RNDr. Jana Řepková, CSc., MUNI, Faculty of Science
23	External member:	prof. Ing. Věra Skřivanová, CSc., Research Institute of Animal Production
24	External member:	prof. Ing. Pavel Tlustoš, CSc. dr. h. c., ČZU, Faculty of Agrobiology, Food and Natural Resources

SCIENTIFIC BOARD OF THE FACULTY OF ARTS OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE
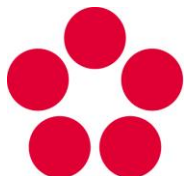
Legislative definition:

The Scientific Board is one of the self-governing academic bodies of the faculty. It is established pursuant to Act No 111/1998, on Higher Education and on Amendments and Supplements to Other Acts, as amended.

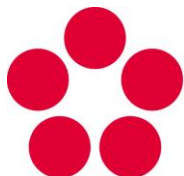**Basic activities of the Scientific Board of FAR USB:**

The Scientific Board is composed of internal and external members who are appointed to the position. It has rules of procedure which are binding on its activities. At its meetings, the Scientific Board deals with matters related to the running of the faculty, e.g. the draft strategic plan for the educational and creative activities of the Faculty of Arts, proposals for degree programmes, applications for accreditation of degree programmes and habilitation and professorial procedures. Habilitation procedures and procedures for appointment as professor are conducted here and the Scientific Board subsequently approves successful candidates for appointment as associate professor or professor. Last but not least, it comments on other proposals submitted by the Dean.

The current composition of the Scientific Board of FAR USB:

1	Internal member:	prof. PaedDr. Michal Bauer, Ph.D., FAR USB
2	Internal member:	prof. PhDr. Václav Bůžek, CSc., FAR USB
3	Internal member:	doc. PhDr. Josef Grulich, Ph.D., FAR USB
4	Internal member:	doc. PhDr. Josef Hrdlička, Ph.D., FAR USB
5	Internal member:	doc. Mgr. Ondřej Chvojka, Ph.D., FAR USB
6	Internal member:	prof. PhDr. Alena Jaklová, CSc., FAR USB
7	Internal member:	doc. PaedDr. Bohumila USBnková, CSc., FAR USB
8	Internal member:	prof. PhDr. Rudolf Krajíc, CSc., FAR USB
9	Internal member:	PhDr. Pavel Král, Ph.D., FAR USB
10	Internal member:	doc. PhDr. Ladislav Nagy, Ph.D., FAR USB
11	Internal member:	prof. PaedDr. Vladimír Papoušek, CSc., FAR USB
12	Internal member:	doc. PhDr. Ondřej Pešek, Ph.D., FAR USB
13	Internal member:	prof. PhDr. Jan Radimský, Ph.D., FAR USB
14	Internal member:	doc. PhDr. Marie Ryantová, CSc., FAR USB

15	Internal member:	doc. PhDr. Michal Šroněk, CSc., FAR USB
16	Internal member:	prof. PhDr. Dalibor Tureček, CSc., DSc., FAR USB
17	Internal member:	prof. PhDr. Bohumil Jiroušek, Dr., FAR USB
18	Internal member:	Em. prof. PhDr. Václav Bok, CSc., FED USB
19	Internal member:	prof. Mgr. Ing. Tomáš Machula, Ph.D., Th.D., FTH USB
20	External member:	doc. Mgr. Robert Antonín, Ph.D., Faculty of Arts, University of Ostrava
21	External member:	prof. PhDr. František Čermák, DrSc., Faculty of Arts, Charles University
22	External member:	doc. PhDr. Roman Dykast, CSc., Faculty of Arts, Charles University
23	External member:	doc. PhDr. Libuše Heczková, Ph.D., Faculty of Arts, Charles University
24	External member:	prof. PhDr. Martin Holý, Ph.D., Institute of History, Czech Academy of Sciences, v. v. i.
25	External member:	doc. PhDr. Petr Chalupský, Ph.D., Faculty of Education, Charles University
26	External member:	prof. PhDr. Tomáš Knoz, Ph.D., Faculty of Arts, Masaryk University
27	External member:	prof. PhDr. Tomáš Kubíček, Ph.D., Faculty of Education, Charles University
28	External member:	prof. PhDr. Alena Macurová, CSc., Faculty of Arts, Charles University
29	External member:	prof. PhDr. Jiří Pelán, Ph.D., Faculty of Arts, Charles University
30	External member:	prof. PhDr. Ivan Šedivý, CSc., Faculty of Arts, Charles University
31	External member:	doc. PhDr. Hana Šmahelová, CSc., Faculty of Science and Humanities and Pedagogy of the Technical University of Liberec
32	External member:	prof. PhDr. Jiří Štaif, CSc., Faculty of Arts, Charles University
33	External member:	doc. Mgr. Pavel Štichauer, Ph.D., Faculty of Arts, Charles University
34	External member:	prof. PhDr. Miroslav Verner, DrSc., Faculty of Arts, Charles University
35	External member:	doc. PhDr. Jan Wiendl, Ph.D., Faculty of Arts, Charles University

SCIENTIFIC BOARD OF THE FACULTY OF HEALTH AND SOCIAL SCIENCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE
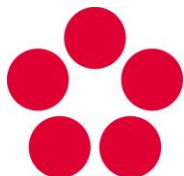
Legislative definition:

The Scientific Board is one of the self-governing academic bodies of the faculty. It is established pursuant to Act No 111/1998, on Higher Education and on Amendments and Supplements to Other Acts, as amended.

**Basic activities of the Scientific Board of FHSS USB:**

The Scientific Board is composed of internal and external members who are appointed to the position. It has rules of procedure which are binding on its activities. At its meetings, it deals with matters related to the running of the faculty, e.g. the draft strategic plan of the educational and creative activities of the Faculty of Science, proposals for degree programmes, applications for accreditation of degree programmes and habilitation and professorial procedures. Habilitation and professorship procedures are conducted here and the Scientific Board subsequently approves successful candidates for appointment as associate professor or professor. Last but not least, it comments on other proposals submitted by the Dean.

Current composition of the Scientific Board of FHSS USB:

1	Internal member:	doc. PhDr. Sylva Bártlová, Ph.D.
2	Internal member:	prof. MUDr. et Mgr. Alan Bulava, Ph.D.
3	Internal member:	doc. Mgr. Zdeněk Chval, Ph.D.
4	Internal member:	Prof. JUDr. Vilém Kahoun, Ph.D.
5	Internal member:	doc. PhDr. Adéla Mojžíšová, Ph.D.
6	Internal member:	doc. JUDr. Roman Svatoš, Ph.D.
7	Internal member:	doc. MUDr. Jiří Šimek, CSc.
8	Internal member:	prof. MUDr. Eva Topinková, CSc.
9	Internal member:	prof. PhDr. Valérie Tóthová, Ph.D.
10	Internal member:	doc. PhDr. Marie Trešlová, Ph.D.
11	Internal member:	doc. Mgr. et Mgr. Jitka Vacková, Ph.D.
12	Internal member:	prof. MUDr. Miloš Velemínský, CSc., dr. h. c.
13	Internal member:	Prof. Dr.rer.nat. Friedo Zölzer, DSc.

14	External member:	prof. MUDr. Josef Fusek, DrSc., dr. h. c.
15	External member:	doc. PhDr. Alice Gojová, Ph.D.
16	External member:	prof. PhDr. Darja Jarošová, Ph.D.
17	External member:	Prof. Dr. Ing. Zdeněk Kůs
18	External member:	doc. PhDr. Jitka Němcová, Ph.D.
19	External member:	MUDr. Jaroslav Novák, MBA
20	External member:	prof. MUDr. Jaroslav Slany, CSc.
21	External member:	doc. PhDr. Andrea Solgajová, PhD.
22	External member:	doc. PhDr. Zdeněk Uherek, CSc.
23	External member:	doc. MUDr. František Vorel, CSc.
24	External member:	prof. Mgr. Katarína Žiaková, PhD.
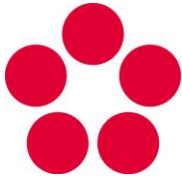
Legislative definition:

The Ministry of Education, Youth and Sports has registered the following under Section 36(2) of Act No 111/1998, on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended on 29 March 2021 under No MSMT-9093/2021-1 the Rules of Procedure of the Academic Senate of the University of South Bohemia in České Budějovice.

The characteristics of the Academic Senate are anchored in Act No 111/1998, on Higher Education and amending and supplementing other acts (the Higher Education Act)

Basic activities of AS USB:

- It decides on the proposal of the Rector on the establishment, merger, amalgamation, division or dissolution of constituent parts of the higher education institution, and on the basis of the consent of the authorities or persons specified in the Statutes as senior employees of the higher education institution, it also decides on the establishment or dissolution of joint departments of units of the higher education institution.
- Approves:
  - o 1. the rules of procedure of the Academic Senate of a public higher education institution on the proposal of a member of the Academic Senate of a public higher education institution; the Academic Senate of a public higher education institution shall request the opinion of the Rector on this proposal,
  - o 2. an internal regulation of the faculty on a proposal of the academic senate of the faculty; the academic senate of the public higher education institution shall request the opinion of the rector on this proposal,
  - o 3. other internal regulations of the public higher education institution and its constituent parts on the proposal of the Rector.
- It approves the budget and the medium-term outlook of the higher education institution submitted by the Rector and controls the use of the higher education institution's funds.
- Approves the annual activity report and the annual management report of the higher education institution submitted by the Rector.
- Approves the report on the internal evaluation of the quality of educational, creative and related activities of the public higher education institution submitted by the Chair of the Internal Evaluation Board and the appendices to this report.
- Gives prior approval to the Rector for the appointment and dismissal of members of the Scientific Board, the Arts Board or the Academic Board of a public higher education institution (hereinafter referred to as the 'Scientific Board of a public higher education institution'), members of the Internal Evaluation Board and members of the Disciplinary Board of a public higher education institution.
- It approves the conditions for admission to studies in degree programmes not held at the faculties.
- It decides on the proposal to appoint the Rector or proposes his/her removal from office.
- It approves the strategic plan for the educational and creative activities of the public higher education institution and the annual plan for the implementation of the strategic plan.
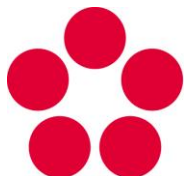
- On the proposal of the Rector, the Rector cancels an internal regulation, decision or other action of a body of a unit of a public higher education institution or suspends its effectiveness if the internal regulation, decision or action is in conflict with special regulations or the internal regulations of a public higher education institution.

The Academic Senate of the public higher education institution shall comment in particular
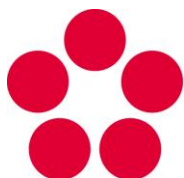- on the proposals of those degree programmes that are not conducted at the faculties,
- on the Rector's intention to appoint or dismiss vice-rectors,
- for legal actions that require the approval of the board of trustees of a public institution of higher education pursuant to Section 15(1)(a) to (d),
- on the suggestions and opinions of the Board of Trustees of a public higher education institution pursuant to Section 15(3).

The current composition of the Academic Senate of USB:

1	JUDr. Rudolf Hrubý	Chair of AS USB
2	Mgr. František Dolák, Ph.D.	Vice-Chair of the AS USB Chamber of Academic Staff
3	Lukas Lang	Vice-Chair of the AS USB Student Chamber
4	Ing. Martina Novotná, Ph.D.	
5	Ing. Tomáš Volek, Ph.D.	
6	doc. Mgr. Ondřej Chvojka, Ph.D.	
7	Mgr. Vera Kaplická Yakimova, Ph. D.	
8	Mgr. Alena Prošková, Ph.D.	
9	PhDr. Petr Dvořák, Ph.D.	
10	Dr. Phil. Zdeněk Pecka	
11	Mgr. Lukáš Rokos, Ph.D.	
12	doc. RNDr. Jana Jersáková, Ph.D.	
13	Mgr. Josef USBráň, Ph.D.	
14	RNDr. Petr Nguyen, Ph.D.	
15	prof. Ing. Otomar Linhart, DrSc.	
16	prof. Ing. Tomáš Randák, Ph.D.	
17	MVDr. Eliška Zusková, Ph.D.	
18	Mgr. Lucie Kolářová, Dr. theol.	
19	Mgr. Jan Sattran	
20	Mgr. Věra Suchomelová, Th.D.	

21	Mgr. Bc. Barbora Wernerová	
22	PhDr. Andrea Hudáčková, Ph.D.	
23	Mgr. Lenka Šedová, Ph.D.	
24	Mgr. Zbyněk Havelka, Ph.D.	
25	Ing. Jiří Sláma, Ph.D.	
26	doc. Ing. Pavel Smetana, Ph.D.	
27	Bc. Filip Bláha	
28	Adam Novák	
29	Bc. Jan Lassner	
30	Mgr. et Mgr. Libor Staněk	
31	Roman Bechyně	
32	Mgr. Aleš Lisner	
33	Mgr. Hynek Mazanec	
34	Ing. Pavel Franta	
35	Ing. Martin Hubálek	
36	Ester Dombrovská	
37	Mgr. Jan Neugebauer	
38	Tereza Svárovská	
39	Ing. Jan Kresan	
40	Bc. Michaela Hana Votruba	

ACADEMIC SENATE OF THE FACULTY OF FISHERIES AND PROTECTION OF WATERS OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Legislative definition:

The Academic Senate of the FFPW USB is a self-governing representative body of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice according to the law and in accordance with the Statute of the faculty and the internal regulations of the University of South Bohemia in České Budějovice. The members of the AS FFPW USB are elected by the members of the academic community of the faculty to which they are responsible for their activities.

Basic activities of AS FFPW USB:

- The Academic Senate of the FFPW USB, upon the proposal of the Dean, decides on the establishment, merger, amalgamation, division or dissolution of faculty departments.
- It approves the draft internal regulations of the faculty on the proposal of the dean or, in the case of the Rules of Procedure of the Academic Senate of FFPW USB, on the proposal of a member of the Academic Senate of FFPW USB, on which the Academic Senate of FFPW USB has requested the opinion of the dean, and in necessary cases it proceeds through the Chair of the AS FFPW USB to the Academic Senate of the University of South Bohemia (AS USB) for approval.
- Approves the distribution of the faculty's financial resources submitted by the Dean and controls their use.
- Approves the Annual Report on Activities and the Annual Report on the Management of the Faculty submitted by the Dean.
- Approves the conditions for admission to studies.
- Gives prior approval to the Dean for the appointment and dismissal of members of the FFPW USB Scientific Board and members of the Faculty Disciplinary Committee.
- It decides on the proposal for the appointment of the dean or on the proposal for his/her removal from office.
- After discussion in the Scientific Board of the FFPW USB, it approves the strategic plan of educational and other creative activities of the faculty.
- The Academic Senate of the FFPW USB expresses its opinion in particular on the Dean's intention to appoint or dismiss vice-deans and on proposals for degree programmes implemented at the faculty.

Current composition of the Academic Senate of the FFPW USB:

	Academic staff	
1	MVDr. Eliška Zusková, Ph.D.	Chair of AS FFPW USB
2	doc. Ing. Tomáš Policar, Ph.D.	
3	doc. Mgr. Roman Grabic, Ph.D.	
4	Ing. David Gela, Ph.D.	
5	Ing. Martin Bláha, Ph.D.	

6	Ing. Pavel Lepič, Ph.D.	
7	Ing. Bc. Kateřina Grabicová, Ph.D.	
8	doc. Ing. Jan Mráz, Ph.D.	

	Students	
1	Ing. Lenka Kajgrová	Vice-Chair of AS FFPW USB
2	Ing. Martin Hubálek	
3	Ing. Nikola Třešňáková	
4	Lucie Žaloudková	

ACADEMIC SENATE OF THE FACULTY OF ECONOMICS OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE
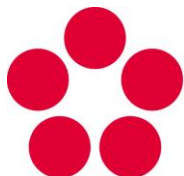
Legislative definition:

The Academic Senate of the Faculty of Economics is a self-governing academic body. It has 15 members, of which one third are students and two thirds are academic staff. The term of office of each member of the Academic Senate of the Faculty of Economics is three years. Students have the right to vote and be elected to the Academic Senate.

Basic activities of AS FEC USB:

- On the proposal of the dean, it decides on the establishment, merger, amalgamation, division or abolition of faculty departments.
- Approves draft internal regulations of the faculty.
- Approves the distribution of the faculty's financial resources submitted by the Dean and controls their use.
- Approves the annual activity report and the annual management report of the Faculty submitted by the Dean.
- Approves the conditions for admission to studies in degree programmes.
- Gives prior approval to the dean for the appointment and removal of members of the scientific board and members of the faculty disciplinary committee.
- It decides on the proposal for the appointment of the dean or his/her dismissal.
- On the proposal of the Dean, it approves the strategic plan of the faculty's educational and creative activities.
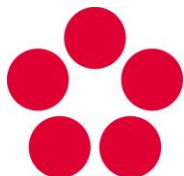
Current composition of the FEC USB Academic Senate:

	Academic staff	
1	Ing. Tomáš Volek, Ph.D.	Chair of AS FEC USB
2	Ing. Miroslava Vlčková, Ph.D., MBA.	Vice-Chair of AS FEC USB
3	JUDr. Rudolf Hrubý	
4	Ing. Martina Novotná, Ph.D.	
5	Ing. Martin Pech, Ph.D.	
6	doc. Ing. Petr Řehoř, Ph.D.	
7	JUDr. Martin Slobodník, Ph.D.	
8	JUDr. Ing. Zdeněk Strnad, Ph.D., MPA	
9	Mgr. Klára Vocetková	
10	doc. Ing. Jaroslav Vrchota, Ph.D.	

	Students	
1	Bc. Tomáš Záruba	Vice-Chair of AS FEC USB
2	Bc. Ludmila Černá	
3	Bc. Dominik Skopec	
4	Bc. Adam Novák	
5	Bc. Miroslava Pečenková	

ACADEMIC SENATE OF THE FACULTY OF AGRICULTURE AND TECHNOLOGY OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Legislative definition:

The Academic Senate of the Faculty of Agriculture and Technology is an elected body of the academic community. It has a staff chamber with 10 senators and a student chamber with 5 senators. The term of office is for three years.

Basic activities of AS FAT USB:

- It approves crucial important documents of the Faculty of Arts such as the faculty budget.
- One of the indispensable roles of the Senate is the election of the Dean of the faculty.
- The Academic Senate cooperates with the faculty management and also has a control function with regard to the management of the faculty.
- Membership in the Senate is an honorary position and senators are accountable to their constituents – the academic community.

Current composition of the FAT USB Academic Senate:

	Academic staff	
1	doc. Ing. Pavel Ondr, CSc.	Chair of AS FAT USB
2	doc. Ing. Eva Dadáková, Ph.D.	Vice-Chair of AS FAT USB
3	prof. Ing. Martin Kváč, Ph.D.	
4	doc. Ing. Pavel Smetana, Ph.D.	
5	Mgr. Martin Šeda, Ph.D.	
6	Ing. Petr Tejml, Ph.D.	
7	Ing. Jaroslav Bernas, Ph.D.	
8	doc. Ing. Jakub Brom, Ph.D.	
9	Ing. Monika Březinová, Ph.D.	
10	Ing. Roman Konečný, Ph.D.	

	Students	
1	Mgr. Zbyněk Havelka, Ph.D.	Vice-Chair of AS FAT USB
2	Vojtěch Brabenec	
3	Ing. Václav USBngwirth	
4	Ing. Radim Kuneš	
5	Mgr. Khoa Tran Dang	

ACADEMIC SENATE OF THE FACULTY OF ARTS OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Legislative definition:

The Academic Senate of the Faculty of Arts is a self-governing academic body. It has 11 members, of which 7 are academic staff and 4 are students. Members are elected on the basis of nomination, which can be submitted by any member of the academic community of the USB Faculty of Arts. The term of office of individual members of the Academic Senate of the Faculty of Arts is two years.

Basic activities of AS FAR USB:

- On the proposal of the dean, it decides on the establishment, merger, amalgamation, division or abolition of faculty departments.
- Approves draft internal regulations of the faculty.
- Approves the distribution of the faculty's financial resources submitted by the Dean and controls their use.
- Approves the annual activity report and the annual management report of the faculty submitted by the Dean.
- Approves the conditions for admission to studies in degree programmes.
- Gives prior approval to the dean for the appointment and removal of members of the scientific board and members of the faculty disciplinary committee.
- It decides on the proposal for the appointment of the dean or his/her dismissal.
- On the proposal of the Dean, it approves the strategic plan of the faculty's educational and creative activities.

Current composition of the FAR USB Academic Senate:

	Academic staff	
1	doc. Mgr. Miroslava Aurová, Ph.D.	Chair of the AS FAR USB
2	Mgr. Alena Prošková, Ph.D.	Vice-Chair of AS FAR USB
3	Mgr. Veronika Faktorová, Ph.D.	
4	Mgr. et Mgr. Václav Grubhoffer, Ph.D.	
5	Mgr. Martina Halamová, Ph.D.	
6	doc. PhDr. Josef Hrdlička, Ph.D.	
7	doc. PhDr. Ladislav Nagy, Ph.D.	

	Students	
1	Mgr. Ing. Kateřina Hodková	Vice-Chair of AS FAR USB
2	Mgr. Helena Dvořáková	
3	Bc. Jan Lassner	

ACADEMIC SENATE OF THE FACULTY OF HEALTH AND SOCIAL SCIENCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE
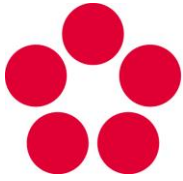
Legislative definition:

The Academic Senate of the Faculty of Health and Social Sciences is its self-governing representative academic body. The Academic Senate of the Faculty has 13 members, including 8 academic staff and 5 students. All of its members are elected from among the members of the academic community of the Faculty of Health and Social Sciences of the University of South Bohemia in České Budějovice.

Basic activities of AS ZSF USB:

- Approves draft internal regulations of the faculty, their amendments and supplements.
- Approves the conditions for admission to studies.
- Approves the allocation of faculty funds submitted by the Dean and controls their use.
- Approves the Annual Activity Report and the Annual Management Report of the faculty submitted by the Dean.
- On the proposal of the dean, it decides on the establishment, merger, amalgamation, division or abolition of faculty departments.
- Gives prior approval to the Dean for the appointment and removal of members of the Faculty's Scientific Board and members of the Disciplinary Committee.
- It decides on the proposal for the appointment of the dean or on the proposal for his/her removal from office.
- After discussion in the Scientific Board, it approves the strategic plan of the faculty's educational and other creative activities.
- In particular, the Senate expresses its views on:
    - on the dean's intention to appoint or dismiss vice-deans;
    - on proposals for degree programmes implemented at the faculty.

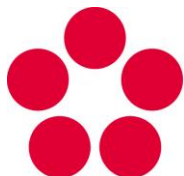**The current composition of the FHSS USB Academic Senate:**

	Academic staff	
1	Mgr. František Dolák, Ph.D.	Chair of AS FHSS USB
2	PhDr. Andrea Hudáčková, Ph.D.	Vice-Chair of AS FHSS USB
3	Mgr. František Dolák, Ph.D.	
4	Mgr. Jana Kimmerová, Ph.D.	
5	Mgr. David Kimmer, Ph.D.	
6	Mgr. Kristýna Toumová, Ph.D.	
7	Mgr. Stanislav Ondrášek, Ph.D.	
8	doc. PhDr. Bc. Alena Kajanová, Ph.D.	

| 9 | Mgr. Lenka Šedová, Ph.D. | |

	Students	
1	Adam Brus	Vice-Chair of AS FHSS USB
2	Matthias Grossmann	
3	Martin Moravec	
4	PhDr. Martin Červený	
5	Mgr. Inka Kratochvílová	

USB INTERNAL EVALUATION BOARD

Legislative definition:

The Internal Evaluation Board is a self-governing academic body of the University of South Bohemia in České Budějovice, whose main mission is to ensure and internally evaluate the quality of educational, creative and related activities of USB.

Basic activities of the USB Internal Evaluation Board:

- In particular, the board approves the draft 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 the USB submitted by the Chair of the board before submitting the draft to the USB Academic Senate.
- It manages the internal quality assessment of educational activities, scientific and research activities, development and innovation activities, artistic or other creative activities (hereinafter referred to as 'creative activities') and related activities of USB.
- It prepares the Report on the Internal Evaluation of the Quality of Educational, Creative and Related Activities of USB and addenda to this report.
- It keeps continuous records of the internal evaluation of the quality of educational, creative and related activities of USB.
- Approves the intention to submit an application for accreditation, extension of accreditation or extension of the period of validity of accreditation of degree programmes submitted by the Rector on the proposal of the Scientific Board of the relevant faculty.
- It approves degree programmes submitted by the Rector on the proposal of the Scientific Board of the relevant faculty.
- It expresses its opinion on issues concerning the implementation of degree programmes implemented at USB, which are submitted to it for consideration by the Rector.

The USB Internal Evaluation Board also decides on the possibilities and terms of international evaluation of the USB by a recognised foreign evaluation agency and provides its opinions and recommendations to the Rector, the USB Scientific Board and the USB Academic Senate, both on request and on its own initiative. also in matters which may have an impact on the USB budget (budgetary priorities in terms of excellent and lagging departments or the development needs of other USB activities).

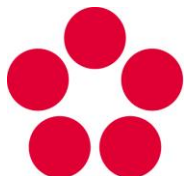**The current composition of the USB Internal Evaluation Board:**

1	Chair	**prof. PhDr. Bohumil Jiroušek, Dr.**
2	Vice-Chair	prof. Tomáš Machula, Ph.D., Th.D.
3	Chair of the Academic Senate	PhDr. Iva Žlábková, Ph.D.
4	Student	Mgr. Ondřej Selner
5	Internal member	doc. Ing. Ivana Faltová Leitmanová, CSc.
6	Internal member	prof. PhDr. Václav Bůžek, CSc.
7	Internal member	Prof. PaedDr. Vladimír Papoušek, CSc

8	Internal member	prof. Ing. Martin Flajšhans, Dr. rer. agr.
9	Internal member	doc. Ing. Martin Kocour, Ph.D.
10	Internal member	prof. PaedDr. Iva Stuchlíková, CSc.
11	Internal member	doc. RNDr. Šárka Klementová, CSc.
12	Internal member	doc. RNDr. Vítězslav Straňák, Ph.D.
13	Internal member	doc. RNDr. Jan Kaštovský, Ph.D.
14	Internal member	prof. RNDr. Tomáš Polívka, Ph.D.
15	Internal member	doc. Daniel Heider, Ph.D.
16	Internal member	doc. RNDr. Ing. Josef Rajchard, Ph.D.
17	Internal member	doc. RNDr. Petr Bartoš, Ph.D.
18	Internal member	prof. PhDr. Valérie Tóthová, Ph.D.
19	Internal member	doc. Mgr. et Mgr. Jitka Vacková, Ph.D.
20	External member	Ing. Miloslav Kamis
21	External member	prof. RNDr. Ivo Šauman, Ph.D.

Quality Coordinators:

1	doc. Ing. Ladislav Rolínek, Ph.D.	Faculty of Economics
2	doc. PhDr. Ondřej Pešek, Ph.D.	Faculty of Arts
3	Mgr. Michal Vančura, Ph.D.	Faculty of Education
4	prof. RNDr. Václav Hypša, CSc.	Faculty of Science
5	prof. Ing. Martin Flajšhans, Dr. rer. agr.	Faculty of Fisheries and Protection of Waters
6	ThLic. Adam Mackerle, Th.D.	Faculty of Theology
7	doc. Michal Opatrný, Dr.theol.	Faculty of Theology (doctoral studies)
8	prof. PhDr. Valérie Tóthová, Ph.D.	Faculty of Health and Social Sciences
9	doc. RNDr. Petr Bartoš, Ph.D.	Faculty of Agriculture and Technology
10	Ing. Ivan Hajek	Dormitories and refectories
11	Ing. Helena Vorlová	Academic Library

BOARD OF TRUSTEES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Legislative definition:

The activities of the USB Board of Trustees are subject to and in accordance with Sections 7, 14 and 15 of Act No 111/1998, on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education). It began its activities on 1 April 1999.

Basic activities of the USB Board of Trustees:
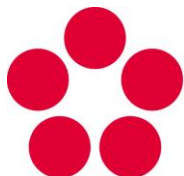
The Board of Directors shall give its prior written consent:

- to legal actions by which the higher education institution intends to acquire or transfer ownership
  to immovable property,
- to legal actions by which the higher education institution intends to acquire or transfer ownership
  to movable property the value of which exceeds five hundred times the amount from which the property is considered tangible property under a special regulation,
- to legal negotiations by which the higher education institution intends to establish an easement or other right in rem or a right of first refusal,
- to legal actions by which the university intends to establish, dissolve or transform another legal entity, and to contributions with monetary or non-monetary objects to these and other legal entities.

Board of Trustees after approval by the Academic Senate of the public higher education institution:

- discusses the report on the internal evaluation of the quality of the educational, creative and related activities of the public higher education institution, submitted by the Rector, and amendments to this report,
- approves the budget of the public higher education institution as submitted by the Rector,
- approves the strategic plan of the public higher education institution,
- discusses the annual report on the activities and the annual report on the management of the public higher education institution, submitted by the Rector.
- The Board of Trustees comments on other matters submitted to it for consideration by the Rector; it gives suggestions and expresses opinions on the activities of the public higher education institution, which it publishes in the public section of the public higher education institution's website.
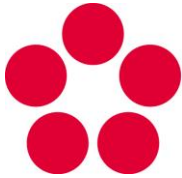
Members of the USB Board of Trustees

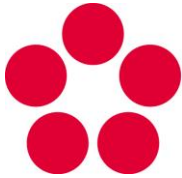| 1	**Ing. Jan Kubeš (Chair of BT USB)**	**Director of BELIS+ s.r.o., České Budějovice**
2	Mgr. Ing. Miroslav Šimek (Vice-Chair of BT USB)	Chief Councillor, Deputy Director and Head of the State Property Transfer Department, State Land Office – Regional Land Office for the South Bohemian Region, České Budějovice
3	Ing. Jan Hůda, Ph.D. (Vice-Chair of BT USB)	Chair of the Board of Directors of the Třeboň Fishery Hld. a.s., Třeboň
4	Ing. Jiří Boček	former director of Budějovický Budvar, n.p., České Budějovice

5	RNDr. Vladimír Brablec	Director of the Employment Department, Regional Branch of the Labour Office of the Czech Republic in České
6	Ing. Pavel Fantyš	Section Director, Financial Office for South Bohemia Region, Territorial Office
7	PhDr. Mgr. Robert Huneš, MBA	Director of the Hospice of St. John N. Neumann, o.p.s., Prachatice
8	Ing. Ivo Moravec	Deputy Mayor of the City of České Budějovice for Public Administration, Public Procurement, Environment
9	MUDr. Jaroslav Novák, MBA	1st Vice-Chair of the Board of Directors, Deputy General Director and Director of the Department of Other Medical Fields of the Hospital České Budějovice, a.s.
10	Mgr. Antonín Sekyrka	Director, Gymnasium, České Budějovice, Česká 64
11	Ing. František Štangl	Director of the South Bohemian Museum in České Budějovice
12	Ing. Jaromír Talíř	Member of the Cultural Committee of the South Bohemian Region, former mayor, member of parliament and minister

Following the SWOT analysis, the following strategic priorities/objectives have been set, which are already being developed into a certain level of follow-up conceptual documents, instruments:

1)	**The need for support and development of human resources that will** continuously support the set internal evaluation systems also in relation to the HR Award – the project is supported by the USB Strategic Priorities Fund in the time horizon 2022+ **(action: support for 2023 is: CZK 1 188 360**);
2)	**Coordinated use of the outputs of the established, implemented International Boards of the USB constituent parts and the International Board of the USB** – regular coordinated meetings across the whole USB to inform about the recommendations received, setting up an action plan, informing about this sub-strategy of the internal evaluation (**action: the first external meeting of the REC Board will take place in 2023, further meetings will follow after each regular meeting of international boards across USB, the minutes will be shared on the extranet, see point 4**);
3)	**To elaborate and regularly update the rules of internal evaluation of degree programmes and constituent parts of USB in the form of the Rector's ordinances** (**action: the draft of the measures, including related documents is attached**). Allocate related internal strategic resources for the creation and proposed activities in this measure, ideally from the Strategic Management Support Programme (**action: support for 2022 is: CZK 2 350 000; CZK 2 450 000 in 2023**);
4)	**Creation of a shared data repository** where all outputs related to the internal evaluation of the USB as a whole, individual constituent parts of USB will be continuously shared (minutes of international boards, minutes of the Internal Quality Evaluation Board, academic senates, Board of Trustees, evaluations of international evaluation panels, strategies, measures of constituent parts, minutes from travels abroad, etc.). This repository will be created in connection with the ongoing modification of the USB web site by the creation of an extranet. The Vice-Rector for Development in close connection with the vice-deans for development of the individual USB constituent parts will be responsible for the implementation of the objective (**actions: creation of the extranet, repository and its filling with relevant data in 2023, 2024**).

Annexe No 1 – Concept of the Rector's Ordinance on Internal Quality Assessment of Degree programmes and constituent parts of the University of South Bohemia in České Budějovice
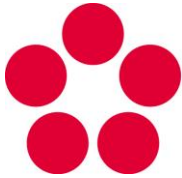
Article 1

Introductory provisions

1) In accordance with Articles 34 to 44 of 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 University of South Bohemia in České Budějovice (hereinafter referred to as the 'Rules'), this measure sets out details for conducting regular internal quality assessment of degree programmes and units of the University of South Bohemia in České Budějovice (hereinafter also referred to as 'USB'). At the same time, it supplements the information contained in the Rector's Ordinance issuing the Standards for the Accreditation and Implementation of Degree programmes of the University of South Bohemia in České Budějovice (hereinafter also referred to as the 'Standards'), and in the Rector's ordinance regulating the guidelines for the composition and activities of the Degree Programme Board.

2) The internal quality assessment of degree programmes and constituent parts of USB is an essential instrument for monitoring and development of the quality of activities implemented at USB and its individual constituent parts. Its main purpose is to provide incentives for further development in relation to the fulfilment of relevant standards, the University's strategy and the mission of its individual constituent parts.

3) The process of internal quality assessment should encourage open discussion about the quality of activities among members of the academic community and ensure the sharing of good practices across the various degree programmes and constituent parts of the University.

Article 2

Responsible persons and committees

1) The person responsible for the implementation of internal evaluation at USB and within the offices of the Rectorate is the Rector, who, pursuant to Section 10, subsection 4 of Act No 111/1998, on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act),

as amended (hereinafter referred to as the 'Act'), is represented in this matter to the extent determined by the Rector by the Vice-Rector, whose competence includes internal evaluation.

2) The persons responsible for internal evaluation at individual faculties of USB are the deans or vice-deans authorised by them (Section 28(5) of the Act). The internal evaluation of other constituent parts of USB is the responsibility of their directors.

3) The Scientific Boards and Academic Senates of USB and individual faculties are responsible within their competences for discussing and approving internal regulations, annual reports, strategic plans, accreditation documents, criteria for habilitation and professorial procedures and other documents related to the field of internal evaluation.

4) The Internal Evaluation Board (hereinafter also referred to as 'IEB') is the supreme body for internal evaluation, manages its course and adopts conclusions and recommendations for the qualitative development of academic and other related activities at USB.

5) All members of the academic community and non-academic staff, particularly those in management roles, are responsible for providing full co-operation with all stakeholders and Boards in the conduct of internal evaluation.

Article 3

Evaluated facts

1) According to Articles 35–38 of the Rules, the following areas are evaluated: the quality of educational activities, the quality of lifelong learning programmes, the quality of creative activities and the quality of related activities. Another important area of evaluation is the setting of mechanisms and processes in the personnel and economic agenda of a given faculty or other unit and its organisational setting.

2) The evaluation takes place both at the level of individual degree programmes and at the level of faculties, other units and offices of the Rectorate.

3) The following are evaluated in accordance with this ordinance:

    a) faculties,

    b) Dormitories and refectories,

    c) Preschool facilities,

    d) Academic Library,

    e) British Centre,

    f) Goethe Centre,

    g) Centre of Information Technologies,

    h) Support Centre for Students with Special Needs,

    i) Publishing House,
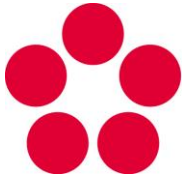
j)   Rectorate units.

Article 4

Evaluation of the quality of educational activities

The following are evaluated in the case of the quality of educational activity:
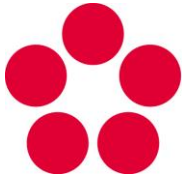
a)   degree programmes,

b)   graduation theses,

c)   feedback mechanisms and processes,

d)   the development of interest in studies,

e)   graduate employment,

f)   the rate of proper conclusion of studies.

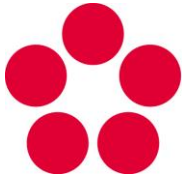These data are collected and continuously evaluated at the relevant faculty where the degree programme is implemented.

Article 5

Internal evaluation of degree programmes

1)   Degree programmes with active studies in the bachelor's, master's and doctoral types of degree programme are subject to regular internal quality assessment, and degree programmes accredited after the amendment to the Act of 2016 are assessed according to this measure, both degree programmes accredited under institutional accreditation and degree programmes accredited by the National Accreditation Bureau for Higher Education (hereinafter also referred to as 'NAB') under the so-called programme accreditation. The internal evaluation of so-called ongoing degree programmes and fields of study, i.e. those accredited before the 2016 amendment to the Act, is not affected by this measure.

2)   The subject of the internal evaluation of the quality of the degree programme is in particular the assessment of the fulfilment of the set quality standards over a longer time series and the evaluation of trends in the development of the degree programme during its implementation.

3)   The internal evaluation of the quality of a degree programme is conducted before reaccreditation or no later than five years after the granting of accreditation to the degree programme, unless the IEB or the Dean decides that the internal evaluation of the degree programme will take place earlier.

4)   The internal evaluation of doctoral degree programmes is conducted in accordance with the terms and procedures set out in a separate Rector's ordinance to be issued after the establishment of the School of Doctoral Studies at the University of South Bohemia.
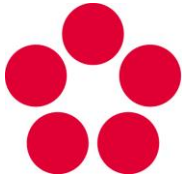
5) In the case of degree programmes for which an intention to abolish is being prepared, this intention is replaced by an internal evaluation of the degree programme.

6) The schedule of planned internal evaluations of degree programmes at individual faculties for a given calendar year is published by the IEB no later than the end of the preceding calendar year.

7) As part of the internal evaluation of the quality of the degree programme, the guarantor of the degree programme prepares a self-assessment report in cooperation with the heads of the departments instruction the degree programme and the guarantors of individual courses of the degree programme. This report shall be as factual and concise as possible, containing specific data and clear opinions.

8) The preparation of the self-assessment report does not relieve the guarantor of the degree programme of the obligation to submit the monitoring reports required by the NAB or the IEB in connection with the assessment of the accreditation application or in relation to the conditions of the institutional accreditation granted.

9) The self-evaluation report of the degree programme includes:

   a) evaluation of the submitted audit reports,

   b) evaluation of the fulfilment of the basic qualitative standards of the degree programme,

   c) evaluation of the implementation of substantial changes in the degree programme,

   d) evaluation of the implementation of the degree programme, including the evaluation of the success rate in the admission procedure, the study success and failure rates, the rate of proper completion of studies and the employability of graduates,

   e) evaluation of the personnel and material and technical support of the degree programme,

   f) evaluation of the international dimension of the degree programme,

   g) evaluation of feedback, i.e. results of student and alumni surveys, evaluation by employers, partners (for joint degree programmes), or other relevant evaluations,

   h) identification of strengths, weaknesses, opportunities and threats for further development of the degree programme (SWOT analysis),

   i) a proposal for a curriculum development plan for the next five-year period,

   j) a plan for the development of the degree programme in the following year.

10) The self-assessment report also includes data documents including selected statistical data on the degree programme. The preparation of the data documents is coordinated by the Vice-Rector, who is responsible for internal evaluation.

11) If the date of re-accreditation of a degree programme falls in the year in which the internal evaluation of the degree programme is planned, the current accreditation file of the relevant degree programme is also attached to the self-assessment report.

12) In the case of reaccreditation of a degree programme accredited under institutional accreditation, all relevant documents are submitted to the IEB no later than 6 months before the end of the

validity of the accreditation of the degree programme, and in the case of reaccreditation of a degree programme accredited by the NAB under programme accreditation, no later than 9 months before the end of the validity of the accreditation of the degree programme.

13) The self-evaluation report is approved by the degree programme board at its meeting, which is usually also attended by the head of the department where the degree programme is implemented, before it is submitted to the IEB. The self-assessment report thus approved is forwarded to the IEB via the faculty quality coordinator.

14) The evaluation of the submitted self-assessment report or degree programme is conducted within the framework of the IEB using similar procedures as in the case of the evaluation of the establishment of the degree programme. In addition to the summative evaluation of the fulfilment of the individual standards, the IEB may add formative recommendations and suggestions for further development of the assessed degree programme.

15) If the implementation of a degree programme shows serious deficiencies in certain areas or standards, the IEB may establish binding measures and a mechanism for monitoring the implementation of these measures, including a deadline for verifying the successful correction of the state of affairs, or decide to conduct an in-depth review of the assessed degree programme.

16) The dean of the faculty and the faculty quality coordinator are informed about the result of the evaluation of the degree programme within the framework of the IEB, who ensures that the result of the evaluation is forwarded to the guarantor of the evaluated degree programme together with any recommendations for improving the quality of the degree programme formulated by the IEB.

17) The conclusions of the evaluation of the degree programme will be reflected by the degree programme guarantor in the degree programme when it is further implemented or in the preparation of an application for reaccreditation or extension of the accreditation of the degree programme.

18) The faculty may establish their own additional assessment procedures beyond the above to ensure the qualitative development of their degree programmes.

19) The framework outline of the self-evaluation report for bachelor's and master's degree programmes is given in annexe 1 of this ordinance. This outline is valid both for degree programmes accredited under institutional accreditation and for degree programmes accredited by the NAB under programme accreditation. The answers to the individual questions should take into account the profile of the degree programme (academic, professional), its type (bachelor's, master's, consecutive master's) and the form of study (full-time, part-time, distance learning). The evaluation period is the last 5 years, or the period since the accreditation of the relevant degree programme.

20) In the following five-year cycle of the internal evaluation of the degree programme, the evaluation process also includes an assessment of the extent to which the long-term objectives for the development of the degree programme set out in the self-evaluation report for the previous five-year period and the recommendations and suggestions for improvement of the implemented activities formulated by the IEB as part of the evaluation of the previous five-year period have been met.
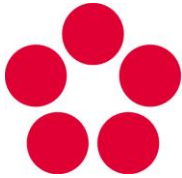
Article 6

Evaluation of faculties

1) The main objective of internal faculty quality assessment is:

    a) to assess the development of the faculties evaluated in the main areas of their activities,

    b) to assess the place of the evaluated faculties in the whole of USB and its activities,

    c) Provide incentives to the evaluated faculties to develop in the main areas of their activities,

    d) Provide recommendations to the evaluated faculties on specific points of their development,

    e) to draw attention to possible shortcomings in the activities of the evaluated faculties and to provide guidance for their further direction and development,

    f) recommend financial or other support for faculties in certain strategically important areas to the USB management,

    g) provide space for the views, comments and suggestions of the faculty being evaluated.

2) Internal evaluation of faculties is initiated by the IEB, which sets a detailed timetable for the implementation of the individual stages of internal evaluation for the relevant calendar year by the end of the previous calendar year at the latest. The information on the launch of the internal evaluation, together with other instructions, is given to the faculties under evaluation by the Vice-Rector in charge of the internal evaluation area or by an employee of the Internal Evaluation Office of the Rectorate authorised by the Vice-Rector.

3) The internal evaluation of faculty quality is conducted in the following successive stages:
    a) faculty self-assessment,

    b) peer review of the evaluation by the committees on the basis of the self-assessment report, USB documents and the evaluated faculty, and possibly also their own research,

    c) final statement and approval of the IEB.

Article 6a

Faculty self-assessment

1) Self-evaluation is a process in which the faculty being evaluated critically analyses the results of its work to date in terms of quantitative and qualitative indicators. In doing so, it takes into account specific data provided by the Rectorate, its own experience and feedback mechanisms. The self-evaluation process may also include possible examples of good practice and qualitative changes implemented and their evaluation. Benchmarking (own comparison with similar faculties in the Czech Republic and abroad) may be included at points where appropriate.

2) All relevant staff should be involved in the self-assessment process, to the extent possible and necessary. Student participation must be ensured in an appropriate manner (e.g. through the student chamber of the academic senate of the faculty concerned).
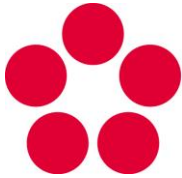
3) The result of the self-assessment process is the faculty self-assessment report. The faculty self-evaluation report should be a reflective document that succinctly describes the state of the faculty in the areas evaluated. The data in the report should be presented in a concise, factual manner and should be supported wherever possible.

4) The faculty's self-evaluation report contains basic information on the faculty's development to date, strategic goals and instruments for achieving them in the following areas:

   a) education strategies,

   b) creative activity,

   c) social relevance of faculty activities,

   d) setting up the organisation and management of the faculty.

5) In the case of the educational strategy under paragraph 4(A), this does not refer to the internal evaluation of individual degree programmes under Article 5, but to the overall concept and coherence of studies at the faculty in question, its development to date and its strategic objectives.

6) In the case of creative activities under paragraph 4(B), the self-evaluation report shall include information on the faculty's own evaluation methodology and the development of evaluation over the last five-year period, including the strategic objectives in this area and the instruments for achieving them. Particular attention should be paid to departments and disciplines that are key to habilitation and appointment procedures, doctoral studies and securing accreditation. The evaluation should take into account excellent teams and excellence, domestic and international scientific cooperation and ways of motivating quality growth.

7) In the case of the social relevance of faculty activities under paragraph 4(C), this includes all activities classified as the so-called 'third role' of universities, i.e. lifelong learning programmes for the public, other awareness-raising activities and topics monitored under Module 3 of the M17+ Methodology. The self-assessment report contains, in a manner appropriate to the nature of the activity, a description of the development to date, the strategic objectives and the means of achieving them. Attention should be paid to the consistency of the related activities with the main mission of USB, which is educational and creative activity.

8) In the case of setting up the organisation and management of the faculty according to paragraph 4(D), this mainly concerns the distribution of powers, the method of filling the posts of senior staff, the functioning of boards, commissions and other committees, feedback mechanisms, incentives and the method of budget allocation within the faculty, as well as information on the link between these organisational measures and the strategic objectives of the faculty concerned.

Article 7

Evaluation of other constituent parts and offices of the Rectorate

1) The main objective of the internal quality assessment of other constituent parts and offices of the Rectorate is:

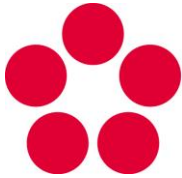   a) assess the activities of the evaluated sites in their specific context,

b) to assess the degree of consistency between the scope and level of services currently provided and those required by users by the evaluated sites,

c) to assess the level of contribution of the evaluated departments to the fulfilment of the University's strategic priorities,

d) to assess the capacity and capability of the assessed sites to ensure the quality of the required activities and the conditions that these sites have for their work in the longer term,

e) highlight good practice and changes already implemented,

f) to draw attention to possible shortcomings in the activities of the evaluated departments and to provide them with guidance for their further direction and development,

g) provide space for the views, comments and suggestions of the evaluated units themselves,

h) stimulate discussion about the quality of services provided within the academic and non-academic community of the University.

2) The internal quality assessment of other units and offices of the Rectorate is conducted in the following successive stages:

a) suggestions and comments from key service users,

b) a self-assessment that takes these suggestions and comments into account,

c) peer review of the assessment by the panels based on the above points, and possibly on their own examination,

d) final statement and approval of the IEB.

Article 7a

Input and comments from key service users

1) As part of the process of evaluating other units and offices of the Rectorate, individual faculties (and, where appropriate given the nature of the departments being evaluated, selected other units outside the department being evaluated; the selection of other units is decided by the Vice-Rector, whose responsibility includes internal evaluation) are invited to provide user feedback on the activities of the department being evaluated. In particular, the following shall be considered as part of this feedback:

a) experience with the services provided by the evaluated unit and the extent of their use, their quality, professional, human (respect and consideration in dealing with service users, willingness, collegial and pro-client approach) and material and technical support for the activities of the evaluated unit, including adequate staff capacities,

b) the degree of consistency between the actual and required scope and level of services provided by the evaluated unit,
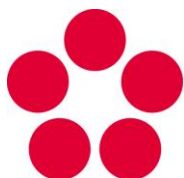
    c) suggestions for changes in the scope and quality of services, development and further direction of the evaluated unit.

2) In order to provide sufficiently plastic feedback on the activities of the evaluated department, it is necessary to include as many relevant users of these services as possible in the evaluation process (management of faculties and other constituent parts, departmental management, academic and non-academic staff, staff of departmental units, possibly students and graduates and other stakeholders). It is important that the management of the faculties or other units should allow comments mainly from those staff who have direct experience of the departments being evaluated.

3) Evaluations by key service users, prepared in the framework structure described above, are sent by the faculties and other units contacted by the deadline to the Internal Evaluation Office of the Rectorate, which processes the received evaluations into a summary document. This document is then submitted to the evaluated unit, which responds to it in a self-evaluation report.

Article 7b

Self-assessment

1) Self-assessment is a process in which the assessed unit critically analyses the services and activities currently provided, their scope, quality and conditions for their provision. In doing so, the site shall prepare a SWOT analysis and take into account the feedback provided by key service users (see Article 7a) or benchmarking (self-inspiration and comparison with other sites). Feedback may also be obtained through various surveys and surveys, focus groups or other means. The self-assessment process includes examples of good practice where appropriate and qualitative changes made and their evaluation.

2) The purpose of the SWOT analysis is to identify the internal strengths and weaknesses of the evaluated unit and external opportunities and threats and to group them into logical units. The SWOT analysis together with the self-assessment allows to better define the development strategy of the evaluated unit, possible areas for further improvement and topics that should be given more attention.

3) The purpose of benchmarking is to compare the activities, processes, methods of work and achieved outputs of the evaluated unit with a selected reference unit (domestic or foreign) that is comparable in terms of size, structure and nature of the activities performed, namely in order to better define the directions and objectives for the improvement of its own activities so that it is possible to gradually achieve at least the same performance and quality of the activities conducted as the reference site.

4) Examples of good practice identify best practices or measures that improve the quality of services or activities within the evaluated unit. These may be measures that are not transferable across the different units evaluated, given the diversity of services and activities provided, but are functional and beneficial within the specific unit. The ability of the evaluated unit to identify examples of good practice and to describe their impact on the quality of the implemented activities demonstrates the mature approach of the evaluated unit to quality, the ability to reflect self-

critically on its work and to seek ways for its further improvement. A useful source of suggestions for examples of good practices is a SWOT analysis and benchmarking.
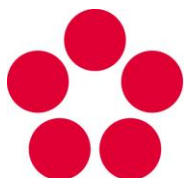
5) For the self-assessment process to be meaningful, it needs to be as open as possible and include all employees of the assessed unit who can contribute their opinions, comments and suggestions to the process.

6) The self-assessment process of other units and offices of the Rectorate results in a self-assessment report. The self-evaluation report should be a reflective document that fulfils the following basic tasks (individual points may have different levels of importance for different units):

   a) presents essential information about the evaluated unit, its mission, status and scope within the organisational structure of USB, or the Rectorate,

   b) presents a brief but comprehensive overview of the strategic objectives of the evaluated department,

   c) describes the internal quality assurance systems and procedures in place and enables their effectiveness to be assessed,

   d) provides a comprehensive self-critical analysis of the services and activities provided, including national or international benchmarking,

   e) in the form of a SWOT analysis allows to identify and analyse the strengths and weaknesses of the evaluated unit and external opportunities and threats,

   f) helps identify areas for further direction and development,

   g) provides a framework for improving the quality of services and activities provided.

Article 8

Evaluation schedule of faculties, other constituent parts and offices of the Rectorate

1) The evaluation of the faculties, other constituent parts and offices of the Rectorate takes place in five-year cycles according to the following schedule:

Faculty	Other components	Offices of the Rectorate
Faculty of Science	Preschool facilities Support Centre for Students with Special Needs	<u>Area of projects, development and marketing</u>: - Project Office - Strategy and Development Office - Marketing Office
Faculty of Arts Faculty of Theology	Academic Library Publishing House	<u>economic and property area (section of the Bursar)</u>: - Bursar's Office - Economic Division - Investment Division

Faculty	Other components	Offices of the Rectorate
		- Public Procurement Office - Property Management Office - Financial Control Office - Building Management and Maintenance Office
Faculty of Economics Faculty of Health and Social Sciences	Dormitories and Refectories	the study remit and internal evaluation: - Office of Study Activities - Lifelong Learning Office - Internal Evaluation Office
Faculty of Education	Centre of Information Technologies	Science (including TTO): - Science and Research Office - Technology Transfer Office Rector's division: - Rector's Office - Internal Audit Office - Legal Office - Human Resources Office - Occupational Health and Safety and Fire Protection Office - Management Reporting Office - Information Security Office - Documentation Centre
Faculty of Fisheries and Protection of Waters Faculty of Agriculture and Technology	British Centre Goethe Centre	international affairs (or other remits): - International Relations Office - Records Management Office and Filing Room

2) In the event of overlapping internal and external evaluations, the implementation of an international evaluation, or other substantial reasons, the IEB may decide, at the initiative of the Rector, to skip an internal evaluation in a given year. In this case, the ranking of faculties, other units and offices of the Rectorate will remain unchanged.

Article 9

Common provisions for the evaluation of faculties, other constituent parts and offices of the Rectorate

1) Unless otherwise stated, the common designation 'unit' is used (where appropriate) for faculties, other constituent parts and offices of the Rectorate in the following text for the sake of simplicity.

2) The internal evaluation of departments is initiated by the IEB, which sets a detailed timetable for the implementation of the individual stages of the internal evaluation for the relevant calendar year by the end of the previous calendar year at the latest. The information on the start of the internal evaluation, together with other instructions, is given to the evaluated departments by the Vice-Rector in charge of the internal evaluation, or by the employee of the Internal Evaluation Office of the Rectorate authorised by the Vice-Rector.

3) The starting point for internal quality evaluation of faculties, other units and offices of the Rectorate is the self-assessment report of the respective department. The framework outline of the faculty self-evaluation report is set out in annexe 2 of this measure, the framework outline of the self-evaluation report of other units and offices of the Rectorate, and annexe 3 to this measure.

4) The self-assessment report, prepared on the basis of a set outline, is sent by the dean of the faculty being assessed, the director or head of another unit or department of the Rectorate to the Vice-Chair of the IEB. After checking its formalities, the latter forwards it to the chair of the relevant evaluation committee. If a given unit or department of the Rectorate does not have a director or head, the self-evaluation report is submitted by the immediate superior of that unit or department of the Rectorate.

5) The self-assessment report may be supplemented by other relevant materials and annexes to help provide a complete picture of the site being assessed. However, throughout the report the aim should be to be factual and specific with a reasonable degree of brevity.

6) The evaluation of units is mainly formative. Summative evaluation is seen only as a basis for formative evaluation. The evaluation should not be static, but, on the contrary, should reflect the development of the activities and internal quality assurance of the assessed establishments over time.

7) For the purposes of internal evaluation of the faculty, an evaluation committee appointed by the Rector is established, with the following composition:

   a) a representative of the USB management nominated by the Rector, who will be the chair of the evaluation committee,

   b) 3 members of the IEB from outside the faculty being evaluated, nominated by the IEB,

   c) 1 representative of the evaluated faculty nominated by the dean of the faculty,

   d) 1 student nominated by the Student Chamber of the Academic Senate of USB from a related faculty,

   e) at least 1 external member nominated by the Dean of the faculty being evaluated and approved by the IEB.
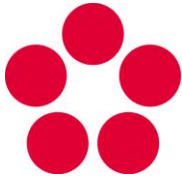
8) If two faculties are evaluated in a given year, two evaluation committees are established, which may have some of their members identical.

9) For the purpose of internal quality evaluation of other constituent parts and offices of the Rectorate, an evaluation committee appointed by the Rector is established with the following composition:

   a) a representative of the USB management nominated by the Rector, who will be the Chair of the evaluation committee,

   b) 2 members of the IEB nominated by the IEB,

   c) 2 faculty secretaries nominated by the Bursar in consultation with the faculty secretaries,

   d) 1 representative of the evaluated unit nominated by the director or head of the unit (in the case of departments of the Rectorate, the head of the department; if the department does not have a head, a person from the department nominated by the rector),

   e) 1–2 academic staff from faculties other than those from which the secretaries under (c) are drawn, nominated by the dean of the faculty concerned,

   f) 1 student nominated by the Student Chamber of the Academic Senate of USB.

10) For all other units and units of the Rectorate evaluated in a given year, only one evaluation committee is established, in which only the representative referred to in point (d) is changed depending on the constituent parts or office of the Rectorate being evaluated.

11) The composition of the evaluation committee shall be communicated to the evaluated site without undue delay after its appointment.

12) The chair of the evaluation committee manages the work of the committee, sets the internal timetable for the implementation of the individual steps of the per review evaluation and convenes and manages the meetings of the evaluation committee. Meetings of the evaluation committee are held in person, hybrid or fully online as appropriate.

13) The chair of the evaluation committee shall make the received self-evaluation report of the evaluated institute available to all other members of the evaluation committee.

14) The evaluation committee may, if necessary, request additional information or materials through the chair of the committee, even during the evaluation. The request to submit additional materials is sent to the Vice-Chair of the IEB, who then forwards it to the Dean of the faculty being evaluated, the Director or Head of other constituent parts or offices of the Rectorate.

15) The evaluation panel shall determine, taking into account the nature of the establishment being evaluated, whether the evaluation of the establishment will be based solely on the submitted self-assessment report or whether it will be complemented by an on-site visit. In the case of faculty evaluations, an on-site visit will always take place.

16) All requirements of the evaluation committee for the on-site visit and its organisation will be mediated to the evaluated unit by the Vice-Chair of the IEB or by a staff member of the Internal Evaluation Office of the Rectorate. The on-site visit includes in particular:

a) meetings with the management of the evaluated unit,

b) where appropriate, a site visit to the premises of the site being evaluated and an on-site study of the materials submitted,

c) where relevant, discussions with other staff of the evaluated department, selected users of its services and, in the case of faculties, students.

17) At least three members of the evaluation committee shall always participate in the on-site visit.

18) On the basis of the self-assessment report provided, any other evidence provided and materials and any on-site visit, the evaluation committee shall prepare a draft internal evaluation report for the department concerned. The outline of the internal evaluation report of the faculty is contained in annexe 2a of this measure, the outline of the internal evaluation report of the other constituent parts and offices of the Rectorate is attached as annexe 3a to this measure.

19) The internal evaluation report should be concise and to the point, referring to specific data and phenomena so that the statements contained therein can be substantiated and verified. The report should emphasise objective analysis and analysis of the available material. The report should draw the attention of the evaluated establishment to any shortcomings in its activities and show room for improvement, highlighting good practice and changes already made. The internal evaluation report should also include recommendations for the evaluated establishment to develop its strengths and address any weaknesses. The internal evaluation may also make recommendations for University-wide support for some of the assessed department's strategically important development plans. In the case of other constituent parts and offices of the Rectorate, the internal evaluation may also lead to a recommendation to carry out an in-depth review of the evaluated unit.

20) The draft report on internal evaluation prepared in this way and approved by an absolute majority of all members of the relevant evaluation committee is forwarded by the chair of the evaluation committee to the dean of the faculty being evaluated, the director or head of another unit or department of the Rectorate for comments, through the Vice-Chair of the IEB. The purpose of this step is to limit the possibility of misinterpretation of the documents or information contained in the self-assessment report of the evaluated unit, in any other documents and materials provided, including materials and information provided during the on-site visit.

21) The dean of the faculty being evaluated, the director or the head of another unit or department of the Rectorate (if the department does not have a head, the person designated by the Rector, see Article 9, paragraph 9, point (d)), sends his/her opinion on the submitted draft report on the internal evaluation of the given department to the chair of the relevant evaluation committee by the deadline, through the vice-chair of the IEB. In this opinion, he/she may also provide additional information and explanations.

22) The opinion sent in this way may be taken into account by the evaluation committee when preparing the final version of the internal evaluation report. After its approval by an absolute majority of all members of the relevant evaluation committee, the report is forwarded by the chair of the committee to the vice-chair of the IEB, who then provides it to all members of the IEB.
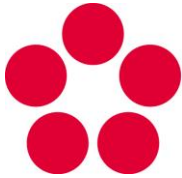
23) The IEB approves the internal evaluation report submitted by the institute and may supplement it with its own recommendations and suggestions for improving the activities of the evaluated institute.

24) At the same time, in the case of the evaluation of other units and offices of the Rectorate, the IEB may, with regard to in the light of the findings presented in the internal evaluation report, establish binding measures and a mechanism for controlling the implementation of these measures, including a deadline for verifying the successful correction of the state of affairs, or decide to carry out an in-depth inspection of the evaluated unit.

25) The dean of the faculty being evaluated, the director or head of another unit or department of the Rectorate is informed about the result of the evaluation within the framework of the IEB, who also receives the final version of the report on the internal evaluation of the department together with any additional recommendations and suggestions for quality improvement formulated by the IEB.

26) In the following five-year evaluation cycle, the evaluation process also includes an assessment of, the extent to which the long-term development objectives set out in the self-assessment report for the previous five-year period, the recommendations contained in the internal evaluation report, and any further recommendations and suggestions for improvement of the activities conducted formulated by the IEB in the evaluation of the previous five-year period have been met by the Institute.

Article 10

Final provisions

1) The introduction of new procedures for internal quality assessment of degree programmes and constituent parts of USB, or the implementation of existing assessments in a new structure and according to new criteria and procedures, is always preceded by their pilot verification on a sample of degree programmes and constituent parts of USB. The reflection of this pilot verification is the modification of the relevant binding methodology of internal quality assessment of degree programmes and constituent parts of USB.

2) Comments and suggestions for modifications to the internal quality assessment procedures of degree programmes and constituent parts of USB can be submitted continuously to the Vice-Chair of the IEB.

3) This measure comes into force and effect on the date of publication in the collection of the Rector's decisions and measures in the public section of the USB website.

4) This ordinance repeals the Rector's Ordinance R 496 of 29 March 2022.

prof. PhDr. Bohumil Jiroušek, Dr., v. r.
Rector

Annexe 1: Framework outline of the self-evaluation report of a degree programme during its accreditation

Self-evaluation report of the degree programme during its accreditation

Basic information about the evaluated degree programme	
Name of the degree programme:	
Guarantor of the degree programme:	
Code of the degree programme:	
Type of degree programme (Bc. / NMgr. / Mgr.):	
Profile of the degree programme (academic/professional):	
Form of study (full-time / part-time / distance):	
Standard period of study (in years):	
Language of study:	
Academic degree awarded:	
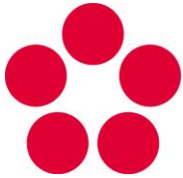
Rigorosum procedure (academic degree awarded):	
Area(s) of education:	
Faculty name:	
Name of the collaborating institution:	
Date of accreditation (entry into force):	
Accreditation validity date:	

Prepared by:	
Date:	

1. Control reports

a) *Please indicate whether the assessed degree programme has been subject to a request for audit reports from the NAB or the IEB USB, what their content is/was, and if they have already been submitted, and the evaluation of these audit reports given by the relevant bodies.* *(The Rectorate will provide an overview of the audit reports and their evaluation)*

Jihočeská univerzita
v Českých Budějovicích
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2.   Meeting quality standards and changes within a degree programme

a) *Evaluate the current position of the degree programme in the context the faculty and the University's degree programme offer.*

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b) *Describe any significant changes in the degree programme that have occurred in the last 5 years with regard to developments in the field and trends in education in the structure of the graduate profile of the degree programme (learning objectives, learning outcomes[1] and graduate employment) and at the level of study courses (e.g. changes in compulsory and elective courses). Evaluate how these changes have worked in practice and whether you are planning any further changes in this respect.* (The Rectorate will provide an overview of the significant changes reported)

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c) *Please comment on the main changes and measures that have been implemented in the last 5 years at the level of individual courses within the given degree programme, especially with regard to: 1) study objectives, study load and instruction methods; 2) evaluation of students according to transparent, objective and predetermined criteria; 3) provision of formative feedback. Evaluate the benefits of these changes. Pay particular attention to systemic changes and measures.*

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d) *Based on the implementation of the degree programme to date, identify the learning outcomes of the programme that are difficult to achieve in the curriculum or that are more difficult to verify with students. In the case of multiple curricula, address any overlap between them. If the assessed degree programme includes a major and a minor, indicate appropriate combinations with major and minor curricula included in other degree programmes.*

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e) *Describe the innovative and interactive elements used in the instruction of the degree programme (e.g. e-learning support, video lectures, real-life simulated instruction, field instruction/excursions, group work, student-centred learning[2], etc.) and assess how they*

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[1]   *Learning outcomes – specific (measurable) knowledge, skills, abilities that a student should acquire in the course of his/her studies (or what a student can do after successful completion of the programme/course).*

[2] *Student-centred learning – student-centred education involving teaching methods that shift the focus of learning from the teacher to the student.*
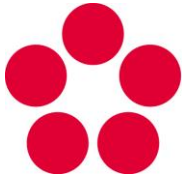
contribute to the achievement of the intended learning outcomes of the degree programme. Please indicate which ones have worked best for you in your instruction.

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f) *In relation to the profile of the degree programme, evaluate the system of professional practice, practical training and internships for students of the degree programme. Indicate any innovations that have taken place in the last 5 years.*

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g) *Comment on the content and scope of the state final examination in relation to the requirements and structure of the profiling courses of the degree programme. Evaluate the suitability of the final state examination in relation to the graduate profile. Evaluate the suitability of the setting of the final qualification paper.*

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3. Implementation of the degree programme

a) *Describe the requirements for the admission procedure (components and criteria of the admission procedure) and assess the appropriateness of the set admission criteria in relation to the objectives of the degree programme and the graduate profile and with regard to the analysis of academic failure. Indicate any changes in the admission procedure over the last 5 years and assess how effective these measures have been.*

b) *Evaluate the demand for the programme and its evolution over the last 5 years (satisfaction of demand, ratio of applicants, admissions and enrolments, evaluation in terms of interest in individual study plans and interest in combinations with other degree programmes). Please indicate any measures taken to boost interest in the programme and assess how effective these measures have been. (The Rectorate will supply relevant admissions data)*

c) *Describe the mechanisms in place, services provided and other support measures to ensure equal access to study and equal opportunities to study the programme for students with specific needs and assess the extent to which these mechanisms, services and measures are effective. Indicate any changes that have occurred in the last 5 years.*

d) *Evaluate the evolution of the number of studies in the given degree programme and the distribution of studies between study plans and with regard to the form of study over the last 5 years. Indicate the expected development of the degree programme capacity in terms of number of studies in the future. (The Rectorate will provide relevant data on the number of studies)*

e) *Evaluate the evolution of drop-out rates, transfers between degree programmes or forms of study and the evolution of successful completion rates (standard period of study, standard period + one year) over the last 5 years. Please indicate any measures taken to reduce drop-out rates and assess how effective these measures have been. (The Rectorate will provide relevant data on drop-out rates)*
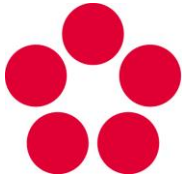
f) *Please indicate whether and how you monitor unemployment of graduates of the evaluated degree programme. Indicate any measures taken to increase the employability of graduates in the labour market and assess how effective these measures have been.*

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g) *Please comment on the quality of the qualification theses defended in the last 5 years. In the case of accredited rigorosum proceedings (master's and consecutive master's programmes), please also comment on the quality of the rigorosum theses defended in the last 5 years. Please indicate whether any shortcomings (in particular procedural) have been noted in the evaluation of qualifying theses. If so, describe the measures taken and assess how effective these measures have been. (The Rectorate will provide a list of defended qualifying theses)*

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h) *Evaluate the trend in the number of theses supervised by a single academic and any measures taken in this area.*

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4. Personnel and material and technical support of the degree programme

a) *Evaluate the development of the staffing of the degree programme over the last 5 years. Evaluate the changes made in the structure of academic staff in relation to ensuring the required level of quality of the degree programme.*

b) *Please provide an addendum to the self-assessment report with an overview of the most significant publications and other creative activities of academic staff or other professional activities of practitioners currently involved in the provision of the assessed degree programme in the scope of Form C-I (compulsory and elective courses only), in alphabetical order according to the surname of the lecturer. For each C-I attachment, please provide a list of the teachers, ordered by the surname of the teacher. Provide additional commentary if necessary.*

c) *Outline a plan for the future staff development of the degree programme in terms of the professional and age structure of the internal teachers providing the degree programme. Please indicate what specific changes you expect to see in the guarantee of the degree programme, in the guarantees of individual courses and in the organisation of instruction following the successful habilitation procedures, procedures for appointment as professor and the completion of doctoral studies of the academic staff involved in the staffing of the degree programme under evaluation and in what time frame.*

d) *Evaluate the information, material and financial security of the evaluated degree programme and its development over the last 5 years. Indicate any problems that needed to be addressed in this area.*

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5. Related creative, scientific and artistic activities

a) Describe the creative, scientific and artistic activities related to the degree programme and indicate the main mechanisms and other supporting measures to ensure that these related activities are reflected in the educational activities. Evaluate developments in the field.

b) In the case of <u>academically </u>oriented degree programmes, please provide an overview of grants and projects obtained in the last 5 years for scientific, research, artistic and other creative activities in the relevant field of education to which the assessed degree programme belongs. Do not include internal grants or projects of a developmental nature.

Principal investigator/co-investigator	Names of the grant and project	Source:	Period

Note: Add lines if necessary.

c) In the case of <u>professionally </u>oriented degree programmes, please provide an overview of projects and other activities in the last 5 years in cooperation with practice in the relevant field of education to which the assessed degree programme belongs.

Practical training facility	Project name / description	Period

Note: Add lines if necessary.

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d) *Indicate other significant professional activities related to creative, scientific and artistic activities related to the evaluated degree programme. Give specific examples of these activities over the last 5 years (e.g. internal grant and development projects, professional projects, conferences, workshops, seminars, exhibitions, concerts, competitions, study guides, university textbooks, textbooks, didactic aids, etc.). Evaluate developments in the area.*

e) *Please list any significant awards (including nominations for such awards) received by internal teachers of the assessed degree programme in the last 5 years.*

f) *Describe the collaboration with practice related to the assessed degree programme. Evaluate developments in the field over the last 5 years. List the main external partners of the degree programme (e.g. professional organisations, employers, providers of internships and placements, etc.) and evaluate the process of establishing and maintaining relationships with them. Evaluate the extent and possibilities of involving practitioners in the instruction given the focus and profile of the degree programme.*

g) *Describe research, grant and other creative activities within the evaluated degree programme that are conducted with the involvement of students and give specific examples of these activities in the last 5 years (e.g. student grants, workshops, exhibitions, concerts, creative activities in collaboration with practice, etc.). Describe possible ways and forms of motivating student involvement. Indicate any major awards (including nominations for such awards) won by students or graduates of the programme in the last 5 years. Evaluate developments in the area.*

6. International dimension of the degree programme

a) *Evaluate the development of international cooperation with foreign institutions and involvement in international programmes related to the content of the degree programme. Give examples of the most significant results in this area (e.g. joint publications, international conferences, etc.).*

b) *Evaluate the development of the offer of partner universities at which students of the programme can carry out a study abroad or an internship.*

c) *Evaluate the development of student mobilities (departures and arrivals), especially in terms of numbers, benefits and integration of mobility into the curriculum, student interest in participating in study abroad and internships, and comment on the most significant possible barriers to mobilities. (The Rectorate will provide relevant data on student mobilities)*

d) *Evaluate the amount of space devoted to learning in a foreign language in the curriculum (include both foreign language instruction and foreign language instruction). Evaluate access to and use of foreign language literature in the classroom. Evaluate developments in these areas.*

e) *Evaluate the contribution of foreign experts to instruction in the given degree programme. Evaluate the developments in the field over the last 5 years.*

7.   Feedback

a)   Identify the main target groups (academics and other staff, students, alumni, key employers of graduates and other relevant stakeholders) from whom you obtain feedback and indicate by what mechanisms and at what intervals feedback is obtained from these groups (surveys, qualitative or quantitative surveys, roundtables, involvement of internal or external evaluators, per review, other formal or informal activities, etc.).

b)   Describe the main rules for working with the outputs of feedback processes and how these outputs are used and communicated internally and externally. Indicate whether these rules are formalised in any way.

c)   Please provide an overview of the surveys conducted among the different target groups within the evaluated degree programme in the last 5 years (students, graduates, employers, other target groups). Please indicate whether any shortcomings or suggestions for improvement were noted in these surveys. If so, describe the measures taken and assess how effective these measures have been.

8. SWOT analysis and proposal of the degree programme development plan

a) *Define the strengths, weaknesses, opportunities and threats for further development of the degree programme (SWOT analysis).*

SWOT analysis		
Factors	**Favourable**	**Adverse**
Internal	**Strengths**	**Weaknesses**
External	**Opportunities**	**Threats**

b) *Evaluate how the curriculum development plan from the previous five-year period has been implemented so far, or comment on measures implemented outside the development plan. In case of non-fulfilment of the development plan or part of it, justify the strategy chosen.*

c) *Based on the results of the SWOT analysis and the self-assessment, outline a plan for the development of the degree programme for the next five-year period, including any intended major changes in the accreditation of the degree programme (e.g. extension of the accreditation of the degree programme to include another form of study, authorisation of the state rigorosum examination, extension of the accreditation to include new curricula, joint implementation of the degree programme with other universities or other legal entities, accreditation of a degree programme in a foreign language, etc.).*
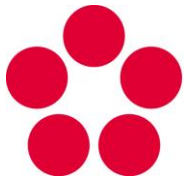
d) *Describe the plan for the development of the degree programme in the coming year.*

e) *Here you can provide additional information, comments and suggestions that you think should be taken into account in the context of the implementation of the degree programme and its evaluation.*
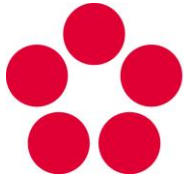
f) *Here you can provide comments and suggestions on the methodology of internal evaluation of degree programmes, including comments on the content and structure of the self-evaluation report of the degree programme.*

9. Attachments

a) ***Please provide a list of the annexes you consider relevant to the evaluation of the degree programme.***

- *Attach the annexes to the self-assessment report or provide a link to the website or repository where these annexes are available.*
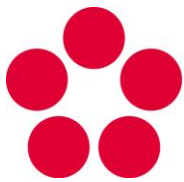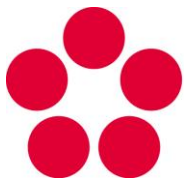
Annexe 2: Framework outline of the faculty self-assessment report

Faculty Self-Evaluation Report

Basic information about the evaluated faculty	
Faculty Name:	
Evaluated period:	

Prepared by:	
Date:	

1. Education

a) *Describe and evaluate the structure and continuity of bachelor's and master's (if applicable) degree programmes*[4]*. (The Rectorate will provide relevant data on the development of selected indicators within individual degree programmes)*

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b) *Describe and evaluate the structure of doctoral degree programmes at the faculty. (The Rectorate will provide relevant data on the development of selected indicators within individual degree programmes)*

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c) *Evaluate the current development of the overall structure of the degree programmes at the faculty (strengths and weaknesses). This concerns the entirety of degree programmes at the faculty, not individual programmes (i.e. what is missing or where there is a problem, instances good or bad cooperation with other faculties, etc.).*

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d) *Describe and evaluate the current development and strategy of cooperation with the sphere of application (including the number and type of contractually cooperating facilities for each professionally oriented degree programme).*

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e) *Describe and evaluate the development and strategy for the development of foreign language degree programmes and joint/double degree programmes (including plans for the near future). (The Rectorate will provide a table of the degree programmes with the development of the number of students)*

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f) *Describe the strategic priorities of the faculty in the area of curriculum development (including minor-major and inter-faculty collaboration). This is not a list of specifics, but an indication of major development plans.*

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[4] *The subject of this evaluation are not current degree programmes/fields, but only degree programmes accredited after the amendment to the Higher Education Act.*
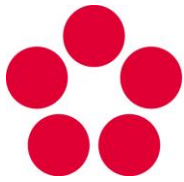
g) *Briefly describe the method of evaluation of pedagogical work (method of handling the EAS database, consideration of pedagogical work in the career regulations, etc.).*

h) *Provide any suggestions for University-wide measures concerning education.*
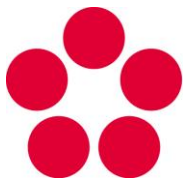
2. Creative activity

a) *Briefly comment on the faculty's performance in M1 and M2.* *(The Rectorate will supply a table showing the numbers of D1, Q1 and Q2 results over the last 5 years. The Rectorate will supply a table with the results and their scores in M1 in the last 5 years)*

b) *Describe, if it exists, the method of internal evaluation of scientific work within the faculty (provide a reference to the measure or other public document containing the evaluation methodology). If it does not exist, indicate whether or not it is planned and why.*

c) *Evaluate the status of the faculty's grant activity with respect to fundraising, departmental comparisons, utilisation for accreditation and staffing strategy.* *(The Rectorate will provide a table with the number of CSF and TA CR grants, or departmental NAZV and AZV grants, in the last 5 years and other relevant data on grant activity)*

d) *Give 3–5 examples of significant collaboration with other universities, CAS, industry (and other practice) and foreign institutions. Briefly comment on their importance for the faculty. For each example, provide specific data (projects, joint departments, joint accreditations, etc.).*

e) *Evaluate the current situation of habilitation and appointment procedures at the faculty and provide a plan for further development. This includes an assessment of the rate of use of habilitation and appointment rights granted by the faculty as well as an assessment of the success rate of tribal faculty members in habilitation and appointment procedures both within and outside the faculty. Evaluate whether there are any (even potential) difficulties in terms of the number and structure of faculty staff that need to be addressed.* *(The Rectorate will provide a table with the number of successful/failed habilitation and appointment procedures conducted at the faculty over the last 5 years and an overview of the evolution of the number and structure of selected categories of faculty staff)*

f) *Briefly describe the strategic priorities of the faculty in the area of creative activity, the vision of development and the way of supporting creative activity (these are priorities, not a*
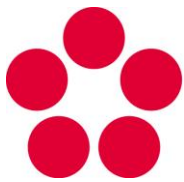
description of all activities that the faculty is implementing or planning to implement in this area).

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g) *Please provide any suggestions for University-wide measures concerning creative activity.*

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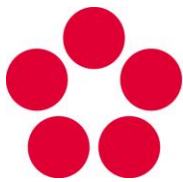
3. Social relevance of faculty activities

a) Give 3–5 examples of the most significant faculty activities in the area of social relevance.

[ ]

b) Briefly introduce the importance of applied research at the faculty (projects, results).

[ ]

c) Describe the state of technology transfer and cooperation with practice in this area at the faculty.

[ ]

d) List the most significant examples of recognition of faculty activities by the research community in the last 5 years (awards, honorary degrees, etc.).

[ ]

e) Briefly describe the most important ways of popularizing the results of faculty activities.

[ ]

f) Briefly describe the importance of LLL courses for the public at the faculty. (The Rectorate will provide a table with the number of courses and participants and the sales in this area in the last 5 years; U3A is listed separately)

[ ]

g) Briefly describe the strategic priorities for deepening the social relevance of faculty activities.

[ ]

h) Provide any suggestions for University-wide measures concerning social relevance.

[ ]
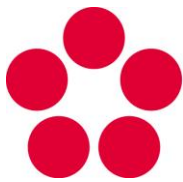
4. Setting up the organisation and management of the faculty

a) *Briefly describe the approach to the appointment and the positive/negative experience with the functioning of the individual faculty boards (scientific board, accreditation committee, editorial board, ethics committee, etc., or their equivalents).*

b) *Describe the method of filling the posts of senior staff, the determination of the scope of their authority and the length of their tenure (institutes, departments, divisions) and comment on the faculty's approach to centralisation/decentralisation of the internal structure (including personnel and economic policy). If there is a policy or other official publicly available methodology on how to fill senior posts and determine the extent of their authority, please provide a reference. Answer the second part of the question with a brief justification of the approach rather than a list of details.*

c) *Briefly comment on the distribution of financial resources in the faculty. If there is a budgeting measure, provide a link. Otherwise, in particular, please indicate how the distribution of funds among the departments is approached and whether any proprietary method is applied for the distribution of LCDRO funds. (The Rectorate will provide an overview of the development of the revenue side of the budget, broken down into A+K, LCDRO and other sources)*

d) *Please provide an overview of external evaluations conducted at your faculty in the last 5 years (this includes evaluations of the faculty as a whole or of selected faculty activities). Describe the focus and results of these evaluations.*

e) *Do you use benchmarking at your faculty? If so, please list your chosen benchmark unit (or more if applicable) and describe how this unit inspires you to improve your own activities.*

f) *Briefly describe how the faculty proceeds in the area of employee surveys (employee satisfaction surveys), anti-discrimination measures, gender equality, reconciliation of private and working life, employee information, employee benefits, identification of employees with the faculty, etc. If there is a publicly available measure or methodology concerning any point, please provide a link.*

g) *Evaluate the information, material and financial situation of the faculty and its development over the last 5 years. Please indicate any problems that you perceive as key in terms of further development of the faculty.*

h) *Provide any suggestions for University-wide measures concerning organisation and management settings.*
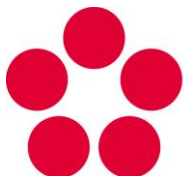
5. SWOT analysis

a) *Using a SWOT analysis, describe the internal strengths and weaknesses of the faculty and the external opportunities and threats in the structure of the individual chapters of the self-assessment report. Within the SWOT analysis, consider the information presented throughout the self-assessment report.*

SWOT analysis		
Factors	Favourable	Adverse
Internal	Strengths	Weaknesses
External	Opportunities	Threats

b) *Evaluate how the faculty development plan from the previous five-year period has been implemented so far, or comment on measures implemented outside the development plan. In case of non-fulfilment of the development plan or part of it, justify the strategy chosen.*

c) *Based on the results of the SWOT analysis and the outcomes of the self-assessment, outline the faculty development plan for the next five-year period and indicate any faculty/University-wide measures that will be necessary to achieve this plan.*

d) *Here you can provide additional information, comments, and suggestions that you think should be taken into account in the context of the faculty evaluation.*

e) *Here you can provide comments and suggestions on the methodology of internal evaluation of USB faculties, including comments on the content and structure of the faculty's self-assessment report.*
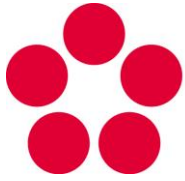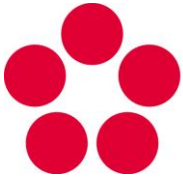
6. Attachments

a) *Please provide a list of the submitted annexes that you consider relevant to the faculty evaluation.*
   - *Attach the annexes to the self-assessment report or provide a link to the website or repository where these annexes are available.*
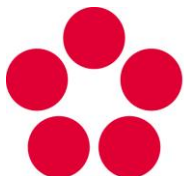
Annexe 2a: Framework outline of the internal faculty evaluation report

Faculty Name:

Evaluated period:

When writing the report, the committee should be clear about what we want to get out of the evaluation and what questions we want to answer.

1) Introduction
   - *A brief description of the purpose of the evaluation, the faculty being evaluated, its mission and scope.*
   - *A recapitulation of the composition of the evaluation committee, indicating the functions of each member within the committee and the department or institution for which they were nominated to the committee. In the case of an external member of the panel, his/her home unit.*

2) Evaluation procedure
   - *Recapitulation of the steps of the evaluation.*
   - *Description of the work procedure of the evaluation committee, division of tasks within the committee, internal evaluation schedule.*
   - *A description of the conduct of the on-site visit, including the agenda for the visit and a list of the persons interviewed by the evaluation committee.*

3) Comment on the quality of the documentation provided for the evaluation
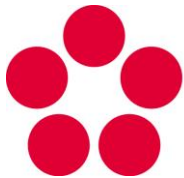   - *Assessment of the formality of the submitted self-assessment report and any other requested materials and information (method of preparation, specificity, clarity, timeliness of delivery, etc.).*
   - *Evaluation of the administrative and technical provision of the internal evaluation, cooperation with the faculty being evaluated and the conditions for the work of the evaluation committee.*

4) The evaluation committee's own findings
   - *An assessment of the content of the submitted self-assessment report, any other requested materials and information and the findings of the on-site visit, in the structure of the submitted self-assessment report (comments on individual points or chapters of the self-assessment report).*
   - *Assessment of the ability of the faculty being evaluated to reflect critically and to propose and take appropriate action.*
   - *Evaluation of the set systems and procedures of internal quality assurance, their effectiveness and impact on quality improvement.*
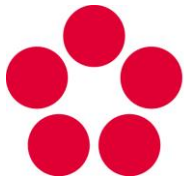
- *Evaluation of the submitted SWOT analysis and development plan of the evaluated faculty for the next five-year period.*

5) Recommendations of the evaluation committee
   - *A summary of the evaluation committee's recommendations for developing the strengths and addressing any weaknesses of the faculty being evaluated (as specific as possible and, where possible and appropriate, indicating the degree of urgency and time frame).*
   - *Recommendations can be addressed not only to the faculty being evaluated, but also to the university management, depending on their nature.*

6) Comments and suggestions
   - *Additional information, comments, and suggestions that the evaluation committee believes should be considered in the context of the faculty evaluation.*
   - *Comments and suggestions on the methodology of internal evaluation of the faculties of USB, the content and structure of the outline of the self-assessment report and the internal evaluation report.*

7) Attachments
   - *A list of other documents and materials provided by the evaluated faculty beyond the submitted self-evaluation report.*
   - *Annexes shall be attached directly to the final report or shall be provided by a link to the website or repository where the annexes are available.*
   - *The following are the minimum required annexes:*
     - *the statement of the dean of the faculty being evaluated on the submitted draft internal evaluation report, including any additional information and explanations provided (this annexe will be attached to the version of the final report submitted to the IEB).*
     - *comments the IEB on the submitted final report (this annexe will be attached after the IEB has discussed the final report).*

Annexe 3: Framework outline of the self-assessment report of other constituent parts and units of the Rectorate

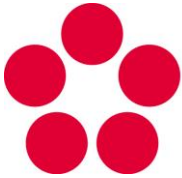| Self-evaluation report of other constituent parts and units of the Rectorate |
|---|

Basic information about the evaluated constituent part/unit of the Rectorate	
Name of the evaluated constituent part/unit of the Rectorate:	
Evaluated period:	

Prepared by:	
Date:	

1. Mission and scope

a) *Comment on the description of the mission and domain of the unit.* *(The Rectorate will provide the statute of the relevant unit, or annexe 2 of the Rector's Ordinance issuing the Organisational Regulations of the USB Rectorate)*

b) *Evaluate the evolution of the mission and domain of the unit over the last five years (e.g. change or expansion of existing remits and tasks, or entirely new remits).*
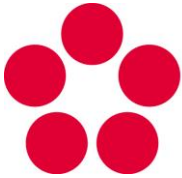
2. Management and organisational structure

a) Comment on the management of the unit and its current organisational structure. Evaluate the evolution of the management of the unit and its organisational structure over the last five years.

b) Are there any committees, advisory or other bodies established within the evaluated unit? If so, please list them and briefly describe their domains.

c) Is the unit methodically managed by someone or does it methodically manage other units? If so, please provide a description.

d) How are employees informed about the goals and objectives of the unit? Are regular staff meetings held? Who attends them? How are employees informed of decisions that affect their work?

e) Can employees make suggestions for improving established procedures and processes? How are these suggestions evaluated?

f) How are the training needs of employees identified and how are these needs met? How do staff maintain an appropriate competency level?
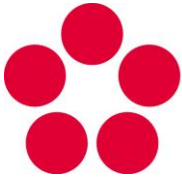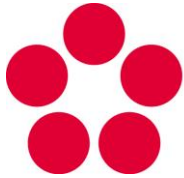
3. Staff

a) **Based on the data on the current number of staff in the unit, provide comments on the following areas** *(the Rectorate will provide an overview of the development of the number and structure of staff over the last 5 years)*:
   - *the current age and gender structure of the unit's staff;*
   - *the use of part-time, temporary, permanent or other forms of employment;*
   - *the evolution of the number, age and gender structure of the unit's staff over the last five years;*
   - *does the current number and structure of staff in the unit correspond to the range of services and activities to be provided by the unit?*
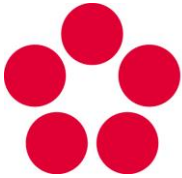
b) **Assess whether there are any (even potential) difficulties in terms of the number and structure of staff at the site that need to be addressed.**

4. Facilities

a) *Comment on the facilities and basic material and technical equipment of the unit (location of the unit, facilities, offices, equipment), including developments in the area.*
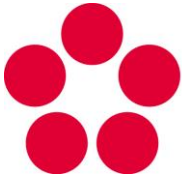
5. Internal quality assurance systems and procedures

a) *Does your unit have any strategic priorities or development plans in place to help deliver the University's strategic priorities? If so, please specify. How are these priorities or development plans established?*

b) *In addition to internal resources, you also use external financial resources (e.g. project resources) to meet your unit's strategic priorities or development plans. If so, please provide examples of these sources over the last five years.*

c) *How do you determine and evaluate whether the activities and services you provide are of good quality? Do you use any quantitative or qualitative indicators in this respect? If so, please specify.*
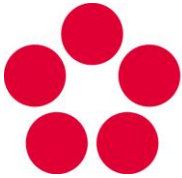
6.   Feedback

a)   Comment on the submitted evaluation of your unit by the key users of the services you provide (see document 'Evaluation by key service users').

b)   Do you see any room for improvement in the services and activities you provide? Do you see any obstacles and limitations in this respect? If so, please specify.

c)   Do you conduct or participate in any other surveys of key users of your services? If so, please indicate which ones and briefly describe the results you have achieved in these surveys over the last five years.
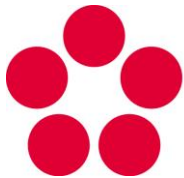

7.   Benchmarking and examples of good practices

a) Do you use benchmarking in your unit? If so, please indicate the benchmark site (or more if applicable) you have chosen and describe how this site inspires you to improve your own activities and services.

b) Can you give an example(s) of good practices that you have implemented in your unit in the last five years? If so, please describe it and evaluate its contribution to the work of your unit and to the key users of your services.

## 8. SWOT analysis and proposal for the development of the unit

a) Use a SWOT analysis to describe the internal strengths and weaknesses of the unit and the external opportunities and threats, in the structure of the individual chapters of the self-assessment report. Within the SWOT analysis, take into account the information presented throughout the self-assessment report.

SWOT analysis		
Factors	Favourable	Adverse
Internal	Strengths	Weaknesses
External	Opportunities	Threats

b) On the basis of all the above points of the self-assessment report, try to identify the possibilities for improving the quality of services provided by your department in the five-year horizon and the necessary measures that would be needed in this direction.

c) Here you can provide additional information, comments, and suggestions that you think should be taken into account in the evaluation of your unit.

d) Here you can also provide comments and suggestions on the methodology of internal evaluation of USB constituent parts, or offices of the Rectorate, the content and structure of the outline of the self-assessment report.
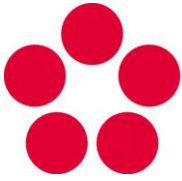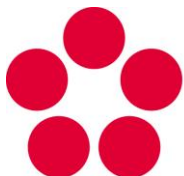

9. Attachments

a) ***Please provide a list of the annexes you consider relevant to the evaluation of your unit.***
- *Attach the annexes to the self-assessment report or provide a link to the website or repository where these annexes are available.*
- *The minimum mandatory annexe is the document 'Evaluation by key service users'.*

Annexe 3a: Outline of the internal evaluation report for other constituent parts and units of the Rectorate

Name of the constituent part or unit of the Rectorate:

Evaluated period:

When writing the report, the committee should be clear about what we want to get out of the evaluation and what questions we want to answer.

1) Home
   - *A brief description of the purpose of the evaluation, the evaluated unit, its mission and scope.*
   - *A recapitulation of the composition of the evaluation committee, indicating the functions of each member within the committee and the department or institution for which they were nominated to the committee. In the case of an external member of the panel, his/her home department.*

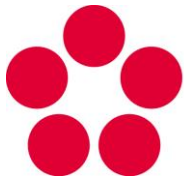2) Evaluation procedure
   - *Recapitulation of the steps of the evaluation.*
   - *Description of the work procedure of the evaluation committee, division of tasks within the committee, internal evaluation schedule.*
   - *Where the evaluation included an on-site visit, a description of the on-site visit, including the programme of the visit and a list of the persons with whom the evaluation committee held discussions.*

3) Comment on the quality of the documentation provided for the evaluation
   - *Assessment of the formality of the submitted self-assessment report and any other requested materials and information (method of preparation, specificity, clarity, timeliness of delivery, etc.).*
   - *Evaluation of the administrative and technical support of the internal evaluation, cooperation with the evaluated unit and the conditions for the work of the evaluation committee.*

4) The evaluation committee's own findings
   - *An assessment of the content of the submitted self-assessment report, any other requested materials and information and the findings of any on-site visit, in the structure of the submitted self-assessment report (comments on the individual points or chapters of the self-assessment report).*

- *Assessment of the ability to critically reflect on the evaluated unit and the ability to propose and take adequate measures.*
- *Evaluation of the set systems and procedures of internal quality assurance, their effectiveness and impact on quality improvement.*
- *Assessment of the ability of the evaluated unit to obtain feedback from key users of its services and to actively use this feedback to continuously improve the services and activities provided.*
- *Evaluation of the submitted SWOT analysis, benchmarking activities and examples of good practice and proposals of the evaluated unit to improve the services provided.*

5) Recommendations of the Evaluation Committee
- *A summary of the evaluation panel's recommendations for developing the strengths and addressing any weaknesses of the evaluated site (as specific as possible and, where possible and appropriate, indicating the degree of urgency and timeframe).*
- *Recommendations can be addressed not only to the evaluated unit, but also to the superior unit or, depending on their nature, to the university management.*
- *Possible recommendations to the IEB for the implementation of an in-depth inspection of the evaluated site.*

6) Comments and suggestions
- *Other information, comments, and suggestions that the evaluation committee considers appropriate to consider in the context of the evaluation of the site.*
- *Comments and suggestions on the methodology of internal evaluation of USB constituent parts, or offices of the Rectorate, the content and structure of the outline of the self-assessment report and the internal evaluation report.*

7) Attachments
- *List of additional documents and materials provided by the evaluated institute beyond the submitted self-assessment report.*
- *Annexes shall be attached directly to the final report or shall be provided by a link to the website or repository where the annexes are available.*
- *The following are the minimum required annexes:*
    o *a statement of the director or head of another unit of USB or the Rectorate on the submitted draft report on internal evaluation, including any additional information and explanations provided (this annexe will be attached to the final report submitted to the IEB).*
    o *comments of the IEB on the submitted final report (this annexe will be attached after the IEB has discussed the final report).*