

On 21 December 2016 and pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Rules of the Quality Assurance System for Educational, Creative and Related Activities, and for Internal Review of the Quality of Educational, Creative and Related Activities at the Academy of Performing Arts in Prague under reference number MSMT-

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Rules of the Quality Assurance System for Educational, Creative and Related Activities, and for Internal Review of the Quality of Educational, Creative and Related Activities at the Academy of Performing Arts in Prague

dated 26 February 2018

The Academic Senate of the Academy of Performing Arts in Prague, pursuant to Section 9(1b), point 3, and Section 17(1j) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), as amended (hereinafter the "Act"), has adopted these Rules of the Quality Assurance System for Educational, Creative and Related Activities, and for Internal Review of the Quality of Educational, Creative and Related Activities at the Academy of Performing Arts in Prague:

Part I

Introductory Provisions

Article 1

Contents of the Rules of Internal Review

The Rules of the Quality Assurance System for Educational, Creative and Related Activities, and for Internal Review of the Quality of Educational, Creative and Related Activities at the Academy of Performing Arts in Prague (hereinafter the "Rules of Internal Review") define, in the sense of Article 16 of the Statutes of the Academy of Performing Arts in Prague (hereinafter the "Statutes"), the purview and competences of the self-administrative and management bodies, and of their components, operating within the scope of the Quality Assurance System for Educational, Creative and Related Activities, and for Internal Review of the Quality of Educational, Creative and Related Activities at the Academy of Performing Arts

in Prague (hereinafter the “quality assurance system”); formulate principles for the accreditation of academic programmes; designate the types and appurtenances of regular quality reviews for the individual activities of the Academy of Performing Arts in Prague (hereinafter “AMU”); and set out the structure and contents of the Report on the Internal Review of the Quality of Educational, Creative and Related Activities at the Academy of Performing Arts in Prague (hereinafter “AMU Internal Review Report”).

Article 2

The Concept of Quality at AMU

1. The subject of the quality assurance system shall constitute those AMU activities which, pursuant to Section 77a(1) of the Act, are subject to regular review. The essence of the quality assurance system is therefore primarily a process view of AMU’s activities, rather than their assessment solely on the basis of the results of these activities. The results are one of the criteria; other possible areas from which criteria for the individual types of quality review are drawn (hereinafter “sources of the criteria”) are set out in these Rules of Internal Review.
2. To interpret the purposes of the individual types of review, the quality of an activity is defined in the following ways:
 - a) Conformity between what is intended and what is realised: The activity is considered to be of good quality if it achieves predetermined goals. The goal may be a strategic objective of AMU’s educational and scientific, research, development, innovation, artistic or other creative activities and of the annual plan for realising the strategic objective (hereinafter “AMU strategic objective”), of the project plan (e.g. research grant objectives), the setting of an expected level of provided service (e.g. the range of services provided to special-purpose AMU facilities), or the establishment of a binding standard (e.g. a standard of education in the thematic areas within the scope of Art Education), or other objectives.
 - b) Exceeding standard practice: Educational and related activities are considered to be of high quality if they continuously reflect innovative approaches leading to their demonstrable improvement and increased efficiency (e.g. innovating teaching methods, simplifying operational processes).
 - c) The pursuit of excellence: Creative artistic activity is considered to be of high quality if its results are accepted by the external scholarly and artistic community; the criteria for excellence include in particular originality and professional execution.
3. Conclusions and recommendations from reviews carried out within the scope of the quality assurance system are used to plan and realise further AMU activities.

Article 3

The Qualitative Cycle

1. The quality assurance system is based on a so-called qualitative cycle, i.e. consideration of any AMU activity in four consecutive steps:

- a) The *proposal* is the intended conception of the activity or the standard of its implementation against which we evaluate its realisation.
 - b) The *realisation* is the execution of the AMU activities themselves, i.e. the educational or creative activities which in the context of AMU are naturally categorised as artistic, research or related activities, and which are divided into management and supporting activities.
 - c) *Reflection* is an evaluation of the activity in a predetermined extent and according to predetermined criteria, the main determining criterion being the conformity of the activity's realisation with the original intent.
 - d) The *adjustment* is the conclusion resulting from the review which, in the case of detected deviations from the intended course and result of the activity, embodies a set of proposed changes that are incorporated in an agreed timeline during the next realisation of the activity, or which suggest changes to its planning. The implementation of changes shall always be the subject of a separate decision of the relevant instance that follows up on the outcome of the review; it is not preconceived as automatic.
2. The quality assurance system shall itself be the subject of a qualitative cycle, i.e. it undergoes the phases of *proposal – realisation – reflection – adjustment*. The organisational anchoring of this cycle at the level of the entire system is described in Article 17.

Part II

AMU Internal Review Bodies

Section 1

AMU Council for Internal Review

Article 4

Statutes and Purview of the AMU Council for Internal Review

1. The AMU Council for Internal Review (hereinafter the "Council") is an academic self-administrative body at AMU whose activities support and develop the assurance and internal review of the quality of educational, creative and related activities.
2. The Council shall have nine members and shall be appointed for a five-year term.
3. In order to discharge its responsibilities, the Council shall establish a Committee for Internal Review at each AMU faculty.
4. The purview of the Council is set out by the Act, the Statutes, and AMU internal regulations, in particular by these Rules of Internal Review. In addition to issues set out by the Act, the Council's purview shall also include:
 - a) granting authorisation to realise academic programmes submitted by the Rector upon the recommendation of the Artistic Council of the relevant faculty in the case of institutional accreditation in the area of Art Education;
 - b) approving measures to correct deficiencies in the realisation of an academic programme for which authorisation has been granted per letter a), which are

- i. a request to the relevant faculty to implement a remedy within a reasonable period of time,
 - ii. a suspension on admissions to the academic programme in question, and
 - iii. withdrawal of authorisation to realise the academic programme, with the proviso that a motion to approve this corrective measure may be submitted to the Council by the Rector only;
 - c) approving proposals for accreditation, the expansion of accreditation, or the extension of the accreditation period of an academic programme submitted by the Rector upon the recommendation of the Artistic Council of the relevant faculty;
 - d) managing the preparation of a proposal for institutional accreditation in the area of education;
 - e) verifying compliance with applicable valid generally binding legal regulations and AMU internal regulations when realising academic programmes.
5. Within the scope of its purview set out in paragraphs 1 through 4, the Council shall:
- a) verify fulfilment of AMU requirements on the quality of educational activities in academic programmes and conduct reviews thereof;
 - b) elaborate AMU Internal Review Reports and their addenda, and make them accessible pursuant to the Act;
 - c) submit proposals on developing the quality assurance and internal quality review system to AMU bodies for comment;
 - d) deliberate methodological materials related to the assurance and internal review of quality;
 - e) comment on proposals which have been submitted to it for deliberation by the Rector or faculty Committees for Internal Review, or which it has itself resolved to deliberate.
6. In carrying out its responsibilities, the Council shall collaborate with other AMU bodies, permanent advisory bodies of the Rector, and faculty bodies. The Council may appeal to other experts at non-AMU institutions as consultants pursuant to Article 6.

Article 5

Chair, Vice-Chair and Members of the Council

- 7. The Chair of the Council is the Rector. He/she shall manage its activities and shall appoint the Vice-Chair of the Council; the Vice-Chair shall represent the Chair of the Council in an extent determined by the Chair.
- 8. When nominating and appointing members of the Council, care must be taken to ensure a high-quality assessment in the main thematic areas of the educational and creative activities represented at AMU.
- 9. Members of the Council shall execute the duties of their office personally and shall be independent in the performance thereof.
- 10. A member of the Council shall not participate in decisions of the Council on matters relating to any academic programme in the realisation of which he/she is involved.
- 11. If an appointed member of the Council leaves office prior to the end of his/her term, a new member of the Council shall be appointed for the remainder of that term. The

nomination of a new member shall be submitted to the Rector by the body which nominated the member who has left office.

Article 6 Consultants

1. For purposes of assessing matters falling within the purview of the Council, the Rector shall appoint and recall consultants upon the recommendation of the Council. He/she shall also recall consultants upon their own request.
2. A consultant may be an employee of AMU, an employee of another higher education or research institution, including foreign institutions, or a practitioner who is a recognised authority in the field.
3. The nomination of a candidate for appointment as a consultant, together with his/her agreement and a designation of the thematic areas for which he/she is qualified to make assessments, or a well-founded motion to recall the consultant, may be submitted to the Council by AMU bodies, faculty bodies, other parts of AMU or members of the Council.
4. The consultant shall take care to ensure the confidentiality of information concerning the assessment of matters in which he/she is involved.
5. The list of consultants, including a designation of the thematic areas for which they are qualified, shall be published in the public section of the AMU website.

Article 7 Secretary of the Council

1. The Secretary of the Council shall:
 - a) perform tasks relating to the organisational and material support of the Council's activities;
 - b) ensure the timely distribution of materials for deliberation to members of the Council;
 - c) take part in Council meetings and procure minutes thereof; in his/her absence, the minutes shall be procured by a person authorised to do so by the person chairing the meeting;
 - d) maintain continuous records of internal reviews of the quality of educational, creative and related activities, and of the activities of the Council;
 - e) maintain records of the minutes of meetings of the Council and of the Committees for Internal Review, and shall be responsible for their timely publication;
 - f) maintain a list of consultants;
 - g) perform, according to the instructions of the Chair or Vice-Chair of the Council, additional tasks related to the evaluation of AMU activities.
2. The Secretary shall be appointed by the Rector after deliberation in the Council.
3. The Secretary shall be an AMU employee assigned to the Quality Assurance Department of the AMU Rectorate.

Article 8 Council Meetings

1. Council meetings are usually held two to four times during the academic year.
2. A timetable of Council meetings for the academic year shall be set by the Chair of the Council and shall be published in the public section of the AMU website.
3. For each meeting, the members of the Council shall be sent an invitation with the meeting's agenda.
4. The agenda of each Council meeting shall be proposed by the Chair of the Council.
5. Council meetings shall not be open to the public. AMU executives, the Dean's Colleges, Committees for Internal Review, faculty Artistic Councils and the AMU Artistic Council may be invited to the Council's deliberations, and a motion for deliberation may be submitted by their authorised representatives; if necessary, meetings may also be attended by employees of the AMU Quality Assurance Department. Persons attending a Council meeting shall take care to ensure its confidentiality.
6. The person who submits an agenda item for a Council meeting shall always be invited for its deliberation. Should the nature of the matter under deliberation so require, the Chair of the Council shall invite representatives of faculties, Committees for Internal Review, consultants or other persons to the deliberations on the agenda item in question.
7. Council meetings shall be chaired by the Chair of the Council, or, in his/her absence, by its Vice-Chair or by another member so authorised by the Chair.
8. Following the opening of deliberations, the person chairing the meeting shall allow Council members to submit amendments to the meeting agenda.
9. The Council shall decide on the proposed agenda.
10. The various agenda items of the Council meeting shall be deliberated on the basis of background materials. Materials for meetings shall be sent to Council members no less than ten calendar days in advance; in the case of an extraordinary Council meeting, such materials shall be sent within a period of time limit allowing them to be properly deliberated.
11. Should the Council resolve during the course of a meeting that the background materials are insufficient or were not sent sufficiently in advance, it shall abandon further deliberation of the agenda item in question. In the first case, the background materials shall be returned to the submitter and a reasonable deadline shall be set for their emendation.
12. There shall be debate on each agenda item of a Council meeting.
13. Minutes shall be procured of the Council meeting. The minutes shall specify the date and time of the meeting, which Council members were present, which were excused and which were absent, who was invited to the meeting, who chaired the meeting, what was on the agenda, what resolutions were adopted and the numerical results of voting.
14. The person chairing the Council meeting shall verify the accuracy of the minutes. The Council shall approve the minutes at its next meeting or *per rollam* no later than three weeks after the meeting.

15. The minutes of the Council meeting shall be published in the public section of the AMU website.
16. The minutes, background materials and other documents relating to the Council's activities shall be kept in the AMU Quality Assurance Department. The manner of their archiving shall be governed by special regulations.

Article 9 Decision-Making and Voting

1. The Council shall adopt resolutions on the outcomes of its deliberations.
2. The Council shall have a quorum if a majority of all its members are present, with the exception of cases stipulated in Section 12a(4) of the Act, in deciding on the granting of authorisation to realise academic programmes submitted by the Rector upon the recommendation of the Art Council of the relevant faculty, or in approving remedies to deficiencies in the realisation of an academic programme, where two-thirds of all Council members must be present. The Council shall decide on a motion for a resolution by a vote. Voting shall be public unless the Council resolves that it be secret.
3. The Council shall vote on each proposed Council resolution separately.
4. After the vote has been completed or the result of the vote has been determined, the person chairing the Council meeting shall announce the result by communicating the number of votes cast for and against the motion, the number of Council members who have abstained from voting, and the number of Council members who did not participate in the vote in accordance with Article 5(4).
5. The adoption of a Council Resolution shall require:
 - a) the consent of a majority of all the members of the Council in matters specified in Section 12a(4a) of the Act; and
 - b) the consent of a majority of the members present in other cases.

Article 10 Deliberations and Voting *per rollam*

1. The Chair of the Council may announce a vote outside of a Council meeting (hereinafter a "*per rollam* vote") on an urgent matter or on a motion for which it is not possible or expedient to call a Council meeting to deliberate. Voting *per rollam* is not possible on matters specified in Section 12a(4a) of the Act.
2. The announcement of the vote, the text of the motion and the ballot shall be distributed to Council members. The manner and time period of the vote shall be determined by the Chair of the Council.
3. Within the time period per paragraph 2, a Council member shall send to the Secretary a filled-in ballot containing his/her name, surname and vote, i.e. for the motion, against the motion, or abstention; otherwise the vote shall be invalid.
4. A resolution shall be adopted if it has been approved by a majority of all Council members, except for members exempted from the decision pursuant to Article 5(4).

Section 2

Committees for Internal Review

Article 11

Statutes and Purview of Committees for Internal Review

1. Each Committee for Internal Review shall be established at the faculty level.
2. The Committee for Internal Review shall have seven to nine members. Its members shall always include the Dean, at least one expert from outside the faculty, a student nominated by the student chamber of the faculty's Academic Senate, at least one member of the faculty's Artistic Council, and members of the faculty's academic staff.
3. Membership in the Committee for Internal Review shall not be compatible with the position of head of the department or faculty that realises the academic programme, nor shall such membership be compatible with membership in the Council.
4. The Committee for Internal Review may appeal to other experts and request that they elaborate assessments or work in the working groups appointed to carry out internal reviews of the quality of academic programmes; such experts shall not be members of the Committee for Internal Review.
5. In particular, the Committee for Internal Review:
 - a) shall coordinate self-assessments and internal reviews of the quality of the educational activities of the AMU faculty in question;
 - b) shall elaborate a summary report on the review of the quality of educational activities for the relevant faculty;
 - c) shall verify compliance of the realisation of academic programmes with the valid accreditation;
 - d) can be approached as an advisory body of the Council and of the faculty Artistic Council when deliberating proposals for the accreditation of new academic programmes or for the re-accreditation of existing academic programmes;
 - e) can participate in the internal review of other faculty activities at the initiative of the Dean or on the basis of a mandate from the Council.
6. The Committee for Internal Review shall be established by the Council, which shall task one of its members with the Committee's management and with reporting on its activities. The term of office of the Committee shall be five years. Members whose membership results from their position or student status shall be limited by the duration of such position or student status, as the case may be. The composition of the Committee shall be proposed by the Dean and approved by the Council on the basis of a deliberation with the petitioner. The Council shall recall the Committee for Internal Review as a whole exclusively for reasons of inactivity; its replacement or substitute membership shall be proposed by the Dean. The staffing of the Committee for Internal Review must constitute a guarantee of an objective, unbiased and balanced posture vis-à-vis the matters under consideration within the scope of its purview.

7. The appointment of a member of the Committee for Internal Review shall be subject to the consent of the nominee.
8. Minutes containing resolutions on matters under consideration shall be an output of the Committee's deliberations.

Article 12

Secretary of the Committee for Internal Review

1. The Secretary of the Committee for Internal Review shall:
 - a) perform tasks connected with the organisational and material support of the Committee's activities;
 - b) take part in Committee meetings and procure minutes thereof; in his/her absence, minutes shall be procured by a person authorised to do so by the person chairing the meeting;
 - c) maintain continuous records of internal reviews of the quality of educational activities, and possibly other internal reviews of the faculty's creative and related activities;
 - d) maintain records of Committee meetings;
 - e) maintain a list of experts pursuant to Article 11(4);
 - f) communicate with the Secretary of the Council at the level of the Rectorate, the Dean and Vice-Dean, or other staff of the faculty responsible for quality assurance, and with the responsible departmental employees (department heads, guarantors, departmental secretaries / officials);
 - g) perform, according to the instructions of the Chair of the Committee or of the Dean, additional tasks connected with the internal review of the faculty's activities.
2. The Secretary shall be selected by the Dean after deliberation with the Committee for Internal Review.
3. The Secretary of the Committee for Internal Review shall be an employee assigned to the faculty's Quality Assurance Department, which is managed methodologically by the Quality Assurance Department of the AMU Rectorate.

Article 13

Activities of Committees for Internal Review

The rules which govern the activities of the Council shall apply proportionately to Committees for Internal Review.

Section 3

Activities of Other Bodies, Faculties and Parts of AMU

Article 14

Definition of the Level of Quality Assurance

1. The quality assurance system is realised through AMU and faculty bodies, as well as through other parts of AMU, and, where appropriate, through working groups for

individual cases. Assuring the quality of AMU's activities shall take place at three procedural levels:

- a) The accreditation of academic programmes is crucial in relation to the quality assurance system, because the standards for accreditation in higher education are applied through such accreditation in accordance with Government Decree No. 274/2016 Coll., standards for thematic areas in Art Education in each individual academic programme; at the same time, each valid accreditation shall be the standard of educational activity to which its quality review applies.
- b) Reviews of the quality of activities constitute the level of the quality assurance system where individual bodies and components directly realise reflection on educational, creative and related activities, and propose changes.
- c) The quality assurance system shall itself be the subject of the *proposal – realisation – reflection – adjustment* cycle, which is anchored in individual steps in the purview of the bodies and parts of AMU.

Article 15

Bodies Active in the Accreditation of Academic Programmes

1. The bodies active in the accreditation process shall be:
 - a) the guarantor of the academic programme and the department head, as the instance proposing a new academic programme, or an extension or expansion of the accreditation of an existing academic programme, and presenting the substantive intent of the accreditation of the Dean's College;
 - b) the Dean, as the instance submitting a proposal for a new academic programme, or for the extension or expansion of an existing academic programme, to the faculty Artistic Council;
 - c) the Dean's College, as the instance deliberating the intent of a new academic programme, or of an extension or expansion of an existing academic programme;
 - d) the faculty Academic Senate, as the instance commenting on proposals for academic programmes realised at the faculty;
 - e) the faculty Artistic Council, as the instance approving a proposal for the accreditation of a new academic programme, or for extending or expanding the accreditation of an existing academic programme;
 - f) the faculty Committee for Internal Review, as the instance providing information on quality reviews of realised academic programmes;
 - g) the Council, as the instance approving a new academic programme, or extending or expanding an existing academic programme.

Article 16

Bodies and Evaluators Active in Reviewing the Quality of Educational, Creative and Related Activities at AMU

1. The bodies and evaluators active in reviewing the quality of educational, creative and related activities at AMU shall be:

- a) the AMU management in an internal quality review of all AMU activities;
- b) the Committee for Internal Review in self-assessments and internal reviews of the quality of educational and creative artistic activities;
- c) the management of faculties, i.e. the Dean, Vice-Deans and Secretaries, in internal reviews of the quality of creative artistic and research activities, as well as in internal reviews of the activities of management;
- d) heads of departments or other facilities in self-assessments of educational and creative artistic activities and in internal reviews of the activities of management;
- e) guarantors of academic programmes in self-assessments of educational activities;
- f) working groups appointed for internal reviews of academic programmes;
- g) faculty grant committees and the AMU grant committee in internal reviews of creative artistic and research activities;
- h) heads of research institutes in self-assessments of creative research activities;
- i) heads of special-purpose facilities with a faculty-wide or AMU-wide purview in self-assessments of supporting activities;
- j) faculty editorial committees, the AMU editorial committee, faculty library committees, the DISK Council, the Studio FAMU Technology Committee, etc., in internal reviews of special-purpose facilities.

Article 17

Bodies and Organisational Units Exercising Authority within the Quality Assurance System

1. The bodies and organisational units which exercise authority within the quality assurance system shall be:
 - a) the AMU management, as the instance determining the configuration of the quality assurance system at a strategic level;
 - b) the Council, as the instance approving these Rules of Internal Review and elaborating AMU Internal Review Reports, which reflect on the quality assurance system;
 - c) the Rector, as the instance establishing by decree the methodology for internal reviews of the quality of individual AMU activities;
 - d) the Committee for Internal Review, as the instance coordinating review processes and interpreting their results at individual AMU faculties;
 - e) the AMU Quality Assurance Department, as the organisational unit providing methodological guidance and administrative support for individual review processes.
2. The AMU bodies and organisational units specified in paragraphs 1(a), (c), (d) and (e) shall formulate proposals for adjustments to the quality assurance system on the basis of reflection on its functioning, and shall forward them to the Council.

Part III

Principles for Accrediting Academic Programmes

Article 18

Accreditation Processes

1. The processes for submitting and approving applications for the accreditation of academic programmes, or for extending or expanding the accreditation of academic programmes, shall be set by the AMU Accreditation Rules. These Rules of Internal Review contain the basic general principles of such processes and stipulate which bodies shall be active therein.
2. The process for proposing and approving a new academic programme at the faculty level shall proceed as follows:
 - a) A proposal for the accreditation of a new academic programme shall be submitted to the Dean by the guarantor of an academic programme proposed pursuant to Article 19(1) in cooperation with the head of the department or facility which is to realise the programme, or with the heads of the departments or facilities which are to realise the programme jointly, as the case may be (hereinafter, the "petitioner").
 - b) Prior to submitting for approval by the faculty Artistic Council a proposal for the accreditation of a new academic programme, the substantive intent of the accreditation must be deliberated in the Dean's College.
 - c) A proposal for accreditation of a new academic programme must be deliberated in the faculty Academic Senate.
 - d) A proposal for the accreditation of a new academic programme shall be approved by the faculty Artistic Council, which for its decision may request the opinion of the faculty Committee for Internal Review, particularly with respect to prior reviews of academic programmes realised in the department or facility which is proposing the accreditation of the new academic programme. The proposal shall contain all appurtenances of the accreditation file specified in the AMU Accreditation Rules or in the valid methodology of the National Accreditation Authority for Higher Education (hereinafter the "National Accreditation Authority"), as the case may be.
 - e) Should the faculty Artistic Council approve the proposal for accreditation of the new academic programme, it shall forward the proposal to the Council.
 - f) The faculty Artistic Council may return the proposal for accreditation of the new academic programme to the petitioners for revision, and in so doing shall specify whether it is necessary to again deliberate the substantive intent of the accreditation in the Dean's College.
3. The process for approval of a proposal for accreditation of a new academic programme by the Council outside institutional accreditation shall proceed as follows:
 - a) The Council shall approve the proposal for accreditation of a new academic programme. For its decision, the Council may request additional

- supplementary information from the petitioners, the Committee for Internal Review, the faculty Artistic Council or the Dean.
- b) Should the proposal for accreditation of a new academic programme have major deficiencies or fail to meet the standards for accreditation of academic programmes, the Council shall return the proposal for accreditation to the petitioners and set a deadline for its revision; at the same time, the Council shall inform the faculty Artistic Council and the Dean of the reasons for its decision.
 - c) A proposal for accreditation of an academic programme which has been approved by the Council shall be submitted to the National Accreditation Authority by the Rector in the form of a request for accreditation.
4. The process for approval of a new academic programme by the Council within the scope of institutional accreditation for the area of Art Education shall proceed as follows:
- a) The Council shall approve the proposal for accreditation of a new academic programme. For its decision, the Council may request supplementary information from the petitioners, the Committee for Internal Review, the faculty Artistic Council or the Dean. If necessary, it shall also request the assessment of a consultant pursuant to Article 6.
 - b) Should the proposal for the accreditation of a new academic programme meet the standards for accreditation of academic programmes and other requirements stipulated by the AMU Accreditation Rules, the Council shall grant to the relevant faculty the authority to realise the academic programme in question within the scope of institutional accreditation for the area of Art Education.
 - c) Should the proposal for accreditation of a new academic programme have major deficiencies or fail to meet the standards for accreditation of academic programmes, the Council shall return the proposal for accreditation to the petitioners and set a deadline for its revision; at the same time, the Council shall inform the faculty Artistic Council and the Dean of the reasons for its decision.
 - d) If the Council does not approve the revised proposal for accreditation of the new academic programme in the second deliberation, its decision shall be final; the proposal may be resubmitted to faculty bodies for deliberation and approval no earlier than one year after its first deliberation by the Artistic Council of the relevant faculty.
5. The process for requesting an extension or expansion of the accreditation of an academic programme shall proceed as follows:
- a) When submitting a proposal to extend or expand the accreditation of an academic programme outside institutional accreditation, the process shall be analogous to the case of submitting a proposal for accreditation of a new academic programme.
 - b) When submitting a proposal to extend or expand the accreditation of an academic programme within the scope of institutional accreditation for the area of Art Education, the process shall be analogous to the case of

submitting a proposal for accreditation of a new academic programme. When assessing a proposal, the Council shall take into consideration prior reviews of the academic programme in question, i.e. self-assessments and internal reviews. Depending on the nature of the proposal, in particular for proposals to expand the accreditation of an academic programme or in cases where deficiencies have been identified in the current realisation of the academic programme, the Council shall consider whether it is necessary to request the assessment of a consultant to inform its decision.

6. The formal requirements for submitting an application for accreditation of a new academic programme or an application to extend or expand the accreditation of an academic programme outside institutional accreditation shall be governed by the valid methodology of the National Accreditation Authority.
7. The procedural and formal requirements for submitting an application for accreditation of a new academic programme or an application to extend or expand the accreditation of an academic programme within the scope of institutional accreditation for the area of Art Education shall be set by the AMU Accreditation Rules.

Article 19 **Academic Programme Guarantor**

1. Academic programme guarantors shall be appointed in accordance with Article 35(1) of the Statutes by the Dean of the faculty which realises the academic programme in question from among the ranks of the AMU academic staff who meet the requirements stipulated in Section 44(6) of the Act upon their nomination by the head of the relevant department or faculty and following approval by the faculty Artistic Council; in the case of an academic programme which is realised by multiple departments or facilities, the appointment shall proceed without such a nomination.
2. In particular, an academic programme guarantor shall coordinate the preparation of an academic programme's contents, oversee the quality of its realisation, and evaluate and develop it. Furthermore, during the course of the academic programme's realisation, the guarantor shall also be required to participate in all quality reviews of educational activities within the programme that follow from these Rules of Internal Review and from related methodologies for reviewing AMU activities. The particular obligations, rights and responsibilities of the guarantor, including his/her role in the accreditation process, are set out in the AMU Accreditation Rules.
3. Only an associate professor (*docent*), professor or extraordinary professor (*professor extraordinarius*) who is a member of the AMU academic staff may be the guarantor of a Master's or doctoral programme pursuant to the first clause of Article 70(2) of the Act.
4. In the case of institutional accreditation in the area of Art Education, an AMU extraordinary professor (normally an internationally recognised pedagogue or expert in the relevant field pursuant to Article 26(4) of the Statutes) may be the guarantor of an academic programme with the same rights and obligations. The process and

conditions for the appointment of an extraordinary professor as the guarantor of an academic programme shall be determined by the AMU Accreditation Rules.

Part IV

System of Quality Assurance and Internal Review of the Quality of AMU Activities

Section 1

General Principles of Evaluation

Article 20

Types of Reviews

1. From the point of view of the competence of evaluators for the activity under review or that of AMU as such, it is possible to divide specific reviews into three groups:
 - a) self-assessments, in which the evaluators are also the realisers of the activity in question responsible for its planning, execution, results and further development (internal reviews in the sense of Section 77a(3) of the Act);
 - b) internal reviews, in which the evaluators are AMU employees or members of AMU bodies, but are not the realisers of the activity in question responsible for its planning, execution, results and further development (internal reviews in the sense of Section 77a(3) of the Act);
 - c) external reviews, in which the evaluators are not AMU employees or members of AMU bodies, nor do they in any way participate in the planning and execution of the activity in question (external reviews in the sense of Section 77a(3) of the Act); external reviews of related activities are also understood as reviews conducted by public authorities or independent experts.
2. These Rules of Internal Review stipulate the particular forms of quality review to be conducted for each of AMU's activities in Sections 2 to 4 of this Part, and specify particular methodologies for reviewing the quality of the activity in question.

Article 21

Requirements for Self-Assessments

1. Reflection on one's own educational and artistic creative activities with a focus on self-assessment shall correspond fully to the character of a university-level arts school.
2. Requirements for self-assessment in the AMU quality assurance systems shall ensure its long-term relevance and shall be applicable to all AMU activities.
3. The self-assessment of an activity must have a subject defined by the quality assessment methodology and criteria that should be used in the assessment.
4. Feedback on the course of the activity must be demonstrably included in the self-assessment based on the collection of data from relevant parties having an interest in the execution and results of the activity (in particular students and pedagogues in the case of education, or parts of AMU in the case of central supporting activities), as

well as comments on the data and indicators that form part of the basis for the self-assessment.

5. A self-assessment report must be forwarded to another body or to the management of the part of AMU, or to the AMU management, and its relevance must be examined by means of an internal or external review of the same activity over a longer period of time.

Article 22 Control Mechanisms

1. The assessment report on the internal or external review of an activity pursuant to Sections 2 to 4 of this Part shall be forwarded to the realisers of the activity for comment, which shall then become an annex to the assessment report. In the case of an internal review, the body or superior instance receiving the assessment report may, on the basis of the attached comments, decide to have the report supplemented by the evaluators.
2. Specific control mechanisms are defined in the methodologies for reviewing the quality of AMU activities.

Section 2 Internal Reviews of the Quality of Educational Activities

Article 23 Self-Assessment of an Academic Programme

The self-assessment of an academic programme is understood as an annual report on the realisation of an academic programme for the completed academic year drawn up by the guarantor of the programme and by the head of the department in which the programme is realised. The subject of the assessment shall constitute the actual course of instruction, the course of the admission process for the academic programme, the course of state final examinations, including graduate creative outputs, and the transition of graduates into practice. The sources of the criteria for the self-assessment of Bachelor's and Master's programmes shall include the Standards and Guidelines for Quality Assurance in the European Higher Education Area, the objectives and priorities set by the strategic documents of AMU and individual faculties (especially internationalisation, i.e. student and teacher mobility, special events and other forms of international cooperation), the scope and quality of the creative activities of the pedagogues participating in the realisation of the academic programme, and the structure of their qualification profiles, including records in the Register of Artistic Outputs (hereinafter the "RUV") and possibly also centrally generated analyses at the AMU level that require comment at the level of individual academic programmes for subsequent synthesis. The procedures and parameters for the self-assessment of doctoral programmes shall be set by the relevant part of the component evaluation methodology for educational activities. The self-assessment of the academic programme shall constitute the basis for the elaboration of the faculty's comprehensive evaluation report by the Committee for Internal Review, as well as for internal reviews of

the academic programme pursuant to Article 24 carried out once during the course of the accreditation period.

Article 24

Internal Reviews of an Academic Programme

Each academic programme realised at AMU shall undergo an internal review during the course of the accreditation period. In addition to the aspects described in Article 23, the subject of the internal review shall constitute the relevance of the self-assessments carried out since the last internal review, the degree of implementation of the proposed changes, the conformity of the realised instruction with the accreditation file, and the conformity of the contents of the instruction with the questions or thematic areas covered by the state final examination, including changes during the review cycle. In view of the internal review cycle, emphasis shall be placed on long-term trends in educational results, the qualification profiles of pedagogues in relation to their own creative activities (especially the RUV or the Register of Information on Research Results (hereinafter the "RIV")), cooperation with other AMU departments and faculties as well as partners outside AMU, the strategy for internationalisation, and continuous reflection on needs and transformations in the professional sphere. Internal reviews shall be carried out by a working group appointed by the Council upon the recommendation of the Committee for Internal Review, although no member of this working group may be directly involved in either the creation of the conception of the academic programme in question or in the instruction realised within its scope. The conclusions of the internal review shall become a component document for the next comprehensive evaluation report on educational activities elaborated by the Committee for Internal Review.

Section 3

Internal Reviews of the Quality of Educational Activities

Article 25

Self-Assessments of Artistic Creative Activities

The subject of self-assessments of artistic creative activities shall constitute students' artistic or other field-specific outputs created within the scope of the accredited academic programmes. Self-assessments shall be carried out annually by the guarantor of the academic programme in cooperation with the head of the department providing instruction in the programme as part of the annual reflection on the results of the educational process pursuant to Article 23. The basis of self-assessments is the continuous (normally each semester) assessment (grading) of the compulsory student outputs according to the requirements of individual study plans, assessments of graduate outputs as part of university qualifying works pursuant to the generally applicable standards of the field set out in Annex 2 in relation to the declared graduate profile, and possibly also the assessment of students' artistic activities over and above their academic obligations. The self-assessments of students' creative artistic activities as an integral part of the self-assessment of educational activities shall become a

component document for the comprehensive evaluation report on educational activities elaborated by the Committee for Internal Review.

Article 26 **Internal Reviews of Artistic Creative Activities**

The subject of the internal reviews of the artistic creative activities of the faculty shall be the artistic production of the faculty within a given thematic area (theatre arts, art of music, art of dance, film and television arts) generally consisting of the graduate artistic achievements of students or pedagogues at AMU or under the auspices of AMU. Thus understood, artistic activities are the realisation of AMU's "third role", i.e. AMU's work in accordance with the mission of a university-level arts school as a cultural institution within a regional, national and international context. Internal reviews of creative artistic activities shall be carried out by the management of each faculty annually, usually according to the conventions of the given field (in particular the theatre season, the concert season and the schedule of festivals), and the sources of criteria for review shall include independent external assessments, awards, festival rankings and possibly other criteria arising from specific (grant) incentives. The result of an internal review of the faculty's artistic activity, especially in the case of graduate outputs, is the decision by the faculty management to submit these outputs to the RUV. The internal review of the faculty's artistic activities, understood as fulfilment of its "third role", shall become part of the annual report on the faculty's activities.

Article 27 **Self-Assessments of Research Creative Activities**

The subject of self-assessments of research creative activities shall constitute the publishing and other scholarly and professional activities carried out by AMU's individual parts and facilities (faculties, departments and institutes) in the areas of basic, applied and artistic research, realised within the scope of financial support for long-term conceptual development (hereinafter "DKR") and outside of it, as well as the involvement of doctoral students in research projects and the continuous transfer of research results into educational activities in all types of programmes. The self-assessment shall be carried out by the heads of facilities and by the investigators of research projects each year. The main source of the assessment criteria shall be the valid methodology for the assessment of research organisations and the assessment of programmes providing targeted support for research, development and innovation, continuously refined assessment procedures emerging in the areas of so-called Artistic Research, as well as AMU's activities as part of the so-called third role. Self-assessments of research creative activities shall constitute part of the annual report on the faculty's activities and the annual report on AMU's activities.

Article 28 **Internal Reviews of Research Creative Activities**

The subject of internal reviews of research creative activities shall constitute the published results of basic, applied and artistic research of specialist facilities arising

within the scope of AMU project competitions (DKR and the student grant competition (hereinafter "SGS")). Reviews of the results achieved within the scope of grant projects are carried out by the faculty grant committee (in the case of SGS) or the AMU Grant Committee (in the case of DKR); this review shall become the basis for the comprehensive review of the research activities of the faculty or AMU, as the case may be, conducted once per year by the faculty management or the AMU management, respectively. The sources of review criteria include AMU's science and research strategy and internal framework principles for evaluating research results, the valid methodology for evaluating research organisations and evaluations of targeted support programmes for research, development and innovation, as well as other external awards in the field, independent expert assessments, the numerical representation of various scholarly communities when specific results emerge (interdisciplinary and interinstitutional cooperation), the international dimension of research and the sharing of its results, as well as trends in the employment of doctoral programme graduates as researchers. The results of the internal review shall form a basis for the annual report on the activities of the faculty and the annual report on the activities of AMU, as well as for other self-assessment documents intended for the bodies evaluating the results of research organisations according to the valid methodology.

Section 4

Internal Reviews of the Quality of Related Activities

Article 29

Internal Reviews of Management Activities

Internal reviews of management activities are based on reflection by the organisationally subordinate parts of AMU, and the criterion for their assessment is the concept of management as the operation of a public higher education institution and also as services provided by a public higher education institution. The subject of the reviews shall constitute mainly the quality of the management's representation and demeanour on behalf of faculty or AMU, as the case may be, as well as communication and transfer of information across AMU, methodological guidance within individual AMU activities, fulfilment of a facilitative role between departments or faculties, as the case may be, and care for the infrastructure of all parts of AMU. The review shall take place once a year in the form of feedback on the previous academic year from the management of faculties in the review of the Rectorate, and from the management of the departments in the review of the Dean's Office. The results of the internal review shall form a basis for the preparation of the AMU strategic plan.

Article 30

Self-Assessments of Supporting Activities

The subject of self-assessments of supporting activities shall constitute the services provided by special-purpose facilities with a faculty-wide or AMU-wide purview. These self-assessments shall be elaborated by the head of the special-purpose facility once per year, and the sources of the criteria shall constitute its strengths and weaknesses as well

as development opportunities and threats to the functioning of the special-purpose facility, performance metrics related to the operation of the special-purpose facility and an assessment of the relationship between the level of service required and the resources available to provide it. The results of the self-assessments shall constitute a basis for the annual report on the faculty's activities or the annual report on AMU's activities, as the case may be, as well as for the preparation of the AMU strategic plan.

Article 31

Internal Reviews of Supporting Activities

1. The subject of internal reviews of supporting activities shall constitute the services provided by the supporting departments of the individual faculty Dean's Offices and of the AMU Rectorate (economic, personnel, grants, international relations, building administration, assistive functions, administrative functions), as well as services provided by special-purpose facilities with a faculty-wide or AMU-wide purview.
2. The services provided by the supporting departments of the faculties and of the AMU Rectorate shall be reviewed by the faculty management and by the AMU management according to a set timetable, always comprehensively for the entire process flowing vertically through the school; the reviews shall take into account the collected feedback and suggestions from employees of the departments concerned. According to the internal audit timetable, they shall then be further reviewed by the AMU internal auditor and, according to the requirements of public authorities, shall undergo external reviews (audits), the results of which shall be taken into account in the internal review. The results of the internal review shall constitute a basis for the annual report on the faculty's activities or the annual report on AMU's activities, as the case may be, as well as for the preparation of the AMU strategic plan.
3. The services provided by special-purpose facilities with a faculty-wide or AMU-wide purview shall be reviewed, in the case of facilities of an operational character, by the management of faculties or by the AMU management; in the case of other facilities for educational and creative activities, by the councils and committees into whose purview these facilities fall. In both cases, services shall be reviewed on an annual basis. The results of the internal review shall constitute a basis for the elaboration of the annual report on the faculty's activities or the annual report on AMU's activities, as the case may be, as well as for the preparation of the AMU strategic plan.
4. The sources of the criteria for all cases of internal review of supporting activities shall be anchored in AMU regulations by a definition of the expected levels of the provided services and processes within the scope of ongoing supporting activities, as well as compliance with legal requirements, the requirements of internal regulations, and the functionality of control mechanisms including the results of internal and external audits. Other sources of criteria shall constitute selected performance metrics, the cost-effectiveness of the provided services, and the adequacy of centralisation and decentralisation of the execution of agendas in the AMU hierarchy.

Part V

Report on the Internal Review of the Quality of Educational, Creative and Related Activities at AMU

Article 32

Structure of the AMU Internal Review Report

1. The AMU Internal Review Report in the sense of Section 77b(3b) of the Act shall be drawn up by the Council at least once every 5 years, with an update added every year in the form of an amendment. The AMU Internal Review Report, including amendments to this report, shall be made available to the bodies of AMU and its constituent parts, to the members of such bodies and constituent parts, to the National Accreditation Authority and to the Ministry of Education, Youth and Sports.
2. The AMU Internal Review Report shall contain two thematic units, the first concerning the reviews of AMU activities, and the second devoted to the quality assurance system as such:
 - a) the part evaluating AMU activities shall include in particular an overview of the reviews carried out of individual AMU activities, a summary of the conclusions of the reviews of individual AMU activities, an overview of changes made in connection with the conclusions of the evaluation process, and an annex providing selected indicators;
 - b) the part evaluating the quality assurance system shall contain in particular a description of the quality assurance system, including its anchoring in AMU's organisational structure, the conclusions of the Committees for Internal Review and the Council, the conclusions of external reviews of the quality assurance system, if any, and a description of changes to the quality assurance system captured in the amendments to the previous AMU Internal Review Report.
3. An amendment to the AMU Internal Review Report shall contain in particular a description of the changes in the configuration of the quality assurance system since the previous amendment, as well as an annex providing selected indicators; in the deployment phase of this system, it shall also include the level of its implementation and further planned steps.

Part VI

Interim and Final Provisions

Article 33

Interim Provisions

1. The quality assurance system, the principles of which are described in these Rules of Internal Review, will be implemented in a gradual manner so that relevant bases are always available for individual reviews in order that evaluators are aware of their use for the relevant type of review. The introduction of new quality reviews of activities or the implementation of existing quality reviews in a new structure and according to

new criteria shall always precede their pilot testing on a sample of AMU's organisational parts, and the relevant binding methodology for reviewing the activity in question shall first be formulated or adjusted.

2. The process of implementing the quality assurance system as well as its further planned development shall be reflected in the AMU Internal Review Reports and their amendments.
3. For the purposes of these Rules of Internal Review, existing accredited AMU academic fields shall be referred to as academic programmes in the sense of Section 44 of the Act.

Article 34 Final Provisions

1. These Rules of Internal Review were approved by the Council at its meeting on 5 February 2018.
2. These Rules of Internal Review were approved under Section 9(1b) of the Act by the AMU Academic Senate on 26 February 2018.
3. These Rules of Internal Review shall become valid pursuant to Article 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.
4. These Rules of Internal Review shall be kept at the AMU Rectorate, in AMU faculty Dean's Offices and in AMU faculty libraries, and shall be published on www.amu.cz.

Annexes

1. Organisational chart of AMU internal review bodies and of the AMU Quality Assurance Department
2. Standards for thematic areas
 - a) Art of Music
 - b) Art of Dance
 - c) Theatre Arts
 - d) Film and Television Arts