

In compliance with Section 36(2) and (4) and Section 41(2) of Act No. 111/1998 Coll., on Higher education institutions and on amending and supplementing other acts (Higher Education Institutions Act), the Ministry of Education, Youth, and Sports registered on ....., under ref. No. ...., the Rules of Quality Assurance System of the Educational, Creative and Related Activities and their Internal Evaluation of Vysoká škola finanční a správní, a.s. (University of Finance and Administration).

.....  
Mgr. Karolína Gondková

Head of the Department of Higher Education Institutions



**Rules of Quality Assurance System of the Educational,  
Creative and Related Activities and their Internal  
Evaluation**

**Vysoká škola finanční a správní, a. s.**

**Prague  
2017**

## **Part One**

### **System of Quality Assurance and Internal Evaluation**

#### **Article 1**

##### **Fundamental Provisions**

1. The system of quality assurance of educational, creative and related activities at Vysoká škola finanční a správní, a. s. (hereinafter “VŠFS“) constitutes a set of interlinked measures aimed at fulfilling strictly defined indicators in the following areas:
  - a) establishing conditions for appointment of guarantors of degree programmes and their selection,
  - b) outlining competences and responsibilities of guarantors of degree programmes,
  - c) establishing prerequisites for appointment of guarantors of courses and their selection,
  - d) outlining competences and responsibilities of courses guarantors,
  - e) compiling degree programmes proposals prior to their submission for accreditation, proposals for extending the scope of accreditation or prolongation of the validity of accreditation,
  - f) stipulating the principles of preparing, updating and amending the curriculum,
  - g) specifying individual categories of study courses taught; ensuring awareness of these courses; use of high-quality reference literature and compilation of study supports, personnel-related and organizational assurance of education,
  - h) establishing rules of a continuous evaluation of study outcome, establishing the rules for setting the date of final state examinations and their organization,
  - i) setting formal and professional requirements for Bachelor’s Thesis, Diploma Thesis and dissertation paper (hereinafter “Qualification Theses”), specification of competences and responsibilities for the quality of Qualification Theses,
  - j) assurance of top-quality academic staff, system of its evaluation, inspections and consultations,
  - k) specification of components of pedagogical documentation and their properties,
  - l) specifying rules of the credit system, including examination recognition and fulfilment of other study obligations.
2. This internal regulation governs the prerequisites for appointment of guarantors of degree programmes, as well as guarantors of study courses and their basic tasks; rules of designing of degree programmes, basic rules of preparation of qualification theses and system of responsibilities for their quality; system of responsibility for the quality of final state examination and rules of internal evaluation.
3. Quality indicators within areas pursuant to letters f) up to h) and pursuant to letters j) up to l), responsibility for their performance and deadlines for their control are stipulated by the Rector’s decision.

#### **Article 2**

##### **Tools for Coordination of Quality Assurance System**

1. The Rector's Board, the advisory body of the Rector, is the highest institutional tool for coordination of quality assurance system. It discusses key materials relating to individual components of the system stipulated by Article 1, paragraph 1, and adopts recommendations to the Rector or to other bodies of VŠFS which are, in line with this internal regulation and follow-up decisions of the Rector, liable for the management of the system designed to meet the indicators and related tasks. The composition of the Rector's Board is stipulated by the Statute of VŠFS.
2. Seminar meeting of the Vice-Rector for Education with the management of faculties on study quality (hereinafter "seminar meeting on study quality") is the executive institutional tool of coordination of the quality assurance system focused on educational activities. It discusses proposals for measures to support the quality assurance of educational activities of VŠFS and their performance reflected in the activities of faculties, departments or other VŠFS organizational constituents. Members of the seminar meeting on study quality are the Vice-Rector for international relationships, the Vice-Deans for pedagogical activities, the Chancellor, the Head of the Study Department and other persons appointed by the Vice-Rector for Education. Seminar meetings on study quality are summoned once a month by the Vice-Rector for Education.
3. Seminar meeting of the Vice-Rector for Research and Development on the quality of creative activities (hereinafter "seminar meeting on the quality of creative activities") is the executive institutional tool which accounts for the coordination of the quality assurance system focused on research, publishing and other creative activities. It discusses proposals for measures to support the quality assurance of creative activities at VŠFS and their performance reflected in the activities of faculties, departments or other VŠFS organizational constituents. Members of the seminar meeting on the quality of creative activities include the Vice-Rector for International Relations, the Vice-Rector for Publishing, the Vice-Deans for Research and Development, the Director of University Research Centre and other persons appointed by the Vice-Rector for Research and Development. The Vice-Rector for Research and Development summons the seminar meeting on the quality of creative activities once a month.
4. Internal evaluation may be defined as a systematic and continuous process of checking whether and to which extent VŠFS succeeds in fulfilling its missions, visions, shared values and strategic goals set in its strategic and concept documents, especially in the strategic objectives of educational and creative activities of VŠFS and in the annual implementation plan, and which are reflected in particular measures of the quality assurance system.
5. Feedback processes are important tools for the coordination of quality assurance system, especially course polls, surveys on academic staff, students, graduates or other relevant players, both within VŠFS and in international context.

### **Article 3**

#### **Standards and Principles of Internal Evaluation**

1. Minimum quality requirements (standards) of VŠFS activities verified within the internal evaluation are stipulated by the following:
  - a) Act No. 111/1998 Coll., on Higher Education Institutions and on amending and supplementing others (Higher Educational Act),

- b) Government Regulation No. 274/2016 Coll., on standards for accreditation in higher education,
  - c) Government Regulation No. 275/2016 Coll., on areas of study in higher education,
  - d) this internal regulation and other VŠFS internal regulations registered by the Ministry of Education, Youth and Sport, in particular the VŠFS Study and Examination Code,
  - e) Rector's decisions detailing quality indicators, liabilities for their fulfilment and relevant schedules, and other implementation details of this internal regulation.
2. Internal evaluation is based on respect for independence of knowledge and creative activities. This becomes evident in nuances of provided degree programmes following their inclusion into areas of study, diversity of science research carried out across the structure of fields of science, as well as in nuances of the academic background of faculties and other VŠFS workplaces. In this context, the right of the assessed person to participate in the evaluation and comment on its outcomes within the evaluation process is always guaranteed.
  3. The principle of transparency of internal evaluation is guaranteed by unambiguously determined rules and by matter-of-fact, professional and ethical criteria of evaluation, and their publication on the VŠFS Internet pages.
  4. The evaluation output represents a recommendation to further development of the relevant area, or a proposal for measures to prevent or remove any deficiencies found.

#### **Article 4**

##### **Bodies of Internal Evaluation**

1. The Scientific Board carries out powers of the Internal Evaluation Board based on the Higher Educational Act in line with Article 7 paragraph 2 of the VŠFS Statute.
2. Within its powers under paragraph 1, the Scientific Board:
  - a) approves the draft of the Rules of the quality assurance of educational, creative and related activities and internal evaluation prior to its submission to the Board of Directors,
  - b) issues methodical instructions for establishing detailed procedures of internal evaluation in line with this internal regulation,
  - c) controls the internal evaluation process,
  - d) elaborates a report on internal quality evaluation of educational, creative and related activities of VŠFS once in five years, and annual supplements to this report outlining changes in quality and controlling measures.
3. Scientific Board establishes working groups for evaluation of individual areas of VŠFS activities in line with this internal regulation. The working group is composed of at least three members, and the head of the working group is always a member of the Scientific Board who does not participate, in any way, in the performance of the activity under evaluation. No member of the working group may be involved in evaluation as specified in Articles 6 up to 8, or the guarantor of the course evaluated within the relevant degree programme. The Scientific Board pays attention to include external specialists into the working groups in sufficient numbers, i.e. at least one member in each working group.

## **Article 5**

### **Documents for Internal Evaluation**

As a rule, evaluation is based on

- a) strategic, conceptual, review-related, analytical and other VŠFS documents,
- b) indicators monitored by the strategic objective of educational and creative activities of VŠFS and the annual report on VŠFS activities,
- c) data from VŠFS information system,
- d) self-evaluation reports elaborated within curriculum stipulated in the methodical instruction of the Scientific Board,
- e) expert opinions,
- f) questionnaire surveys,
- g) semi-structured interviews,
- h) bibliometric analyses,
- i) other data from public sources, or sources accessible to VŠFS

## **Article 6**

### **Internal Evaluation of Educational Activities within Degree Programmes**

1. Educational activities of VŠFS are evaluated in individual accredited degree programmes while taking into account the conditions of admission procedures and study, namely ensuring equitable access to admission procedure and study, employability of graduates of degree programmes in practice, and feedback provided by members of VŠFS academic staff and graduates.
2. Evaluation of a degree programme is accomplished by the working group established by the Scientific Board in accordance with Article 4, paragraph 3, once in five years. In case any deficiencies in the accomplishment of the degree programme are found and measures for prevention and remedies are proposed, a follow-up evaluation focused on those facts is carried out one year after completion of the evaluation.
3. The basic document for evaluation of the degree programme is composed of a self-evaluation report elaborated by the guarantor of the degree programme. The self-evaluation report is discussed at a meeting of the working group in the presence of the guarantor of degree programme, the Vice-Rector for Education, the Dean or the Vice-Dean for pedagogical activities of the relevant faculty, and at least one member of academic staff participating in providing the degree programme. All details concerning the meeting of the working group are put down in minutes.
4. Based on the self-evaluation report and conclusions of the meeting of the working group stipulated in paragraph 3, the working group prepares a draft report on evaluation of a degree programme. Prior to the submission of the draft report to the Scientific Board for discussion, the head of the working group asks the guarantor of degree programme, the Vice-Rector for Education and the Dean of the relevant faculty to comment on it; this comment is then submitted to the Scientific Board along with the draft report on evaluation of a degree programme.
5. The evaluation of the degree programme is concluded after obtaining the approval of the evaluation of the degree programme by the Scientific Board.

## **Article 7**

### **Internal Evaluation of Lifelong Learning Programmes**

Educational activities of VŠFS in lifelong learning programmes are evaluated in compliance with the rules for evaluation of education in accredited degree programmes. The Scientific Board can establish one working group for evaluation of more than one lifelong learning programme.

### **Article 8**

#### **Internal Evaluation of Creative Activities**

1. Minimum quality standards of creative activities at VŠFS are stipulated by the legal and internal regulations in compliance with Article 3 paragraph 1, and by Act No. 130/2002 Coll., on Support of Research and Development from Public Funds and on amendment to certain related Acts (the Support of Research and Development Act), and conceptions of research and development activities of VŠFS.
2. Creative activity at VŠFS is evaluated with regard to individual fields of science in accordance with provided degree programmes and linked with relevant faculties.
3. Evaluation of creative activities of VŠFS is carried out by a working group established by the Scientific Board in accordance with Article 4 paragraph 3 once in five years. In case any deficiencies in the performance of creative activities are found and measures for their prevention and remedy are proposed, a follow-up evaluation focused on these facts is carried out one academic year after evaluation completion.
4. Documents for the evaluation of creative activities include evaluations of research, publishing and other creative activities elaborated within the evaluation period by the Department of Research and Development in accordance with the Rector's decision governing requirements for research, publishing and other creative activities and their evaluation, always after the termination of the academic year. Evaluations in accordance with the previous sentence are submitted to the working group together with an accompanying opinion of the Vice-Rector for Research and Development and the Director of University Research Centre.
5. All materials are discussed at a meeting of the working group in accordance with paragraph 4, where the Director of University Research Centre, the Head of Research and Development department and the Deans or the Vice-Deans of faculties for research and publishing activities take part. All details concerning the meeting of the working group are put down in minutes.
6. Based on the documents and other materials stipulated in paragraph 4, and on conclusions stipulated in paragraph 5, the working group prepares a draft of the report on evaluation of creative activities of VŠFS. Prior to submitting the draft to the Scientific Board for discussion, the Head of the working group asks the Vice-Rector for Research and Development, the Director of University Research Centre and the Deans of faculties for their opinions which are then submitted to the Scientific Board together with the draft report on evaluation of creative activities of VŠFS.
7. The Scientific Board concludes the evaluation process by the approval of the report on evaluation of creative activities of VŠFS.

### **Article 9**

#### **Internal Evaluation of Related Activities**

1. Related activities for the purposes of this internal regulation are defined as such VŠFS activities which support educational and creative activities, including:
  - a) management and administration of VŠFS,
  - b) human resources management,
  - c) information system and means of communication,
  - d) information and advisory services,
  - e) support measures for students with specific needs,
  - f) library services and electronic sources of education,
  - g) publishing and editing activities.
2. The basic document for evaluation of related activities is represented by a partial self-evaluation report elaborated by the Bursar and other members of the Rector's Board who account for the individual activities. The partial self-evaluation reports are submitted for discussion at a meeting of the Rector's Board once in five years in schedules stipulated by the Rector.
3. The Chancellor prepares the draft of the report on evaluation of VŠFS related activities after discussing all partial self-evaluation reports in compliance with paragraph 2, and submits it to the Rector's Board for discussion and to the Rector for approval.
4. The Rector stipulates all details of the internal evaluation of related activities in her/his decision.

#### **Article 10** **Internal Evaluation Report**

1. Report on internal evaluation of educational, creative and related activities is based on reports approved by the Scientific Board within the five-year evaluation period in accordance with paragraphs 6 up to 9.
2. The basic structure of the internal evaluation report includes:
  - a) survey of evaluations which the report is based on,
  - b) survey of key outcomes of such evaluations,
  - c) survey of adopted measures for prevention and remedies of any deficiencies found,
  - d) SWOT analysis,
  - e) recommendation for further development of VŠFS with special emphasis on quality assurance and internal evaluation.
3. Supplements to the report on internal evaluation include key changes within the field of quality assurance and internal evaluation over the period of the relevant year, and are structured in line with paragraph 2.
4. General results of evaluation for the relevant year are included in the Annual Report on VŠFS Activities.

#### **Part Two** **Rules for Designing Degree Programmes**

## **Article 11**

### **Process of Designing Degree Programmes**

The process of designing degree programmes prior to their submission for accreditation consists of the following stages:

- a) elaborating the Letter of Intent to apply for accreditation of a new degree programme (further “Intent”),
- b) professional workshop on accreditation preparation of a new degree programme (further “Workshop”),
- c) elaborating the application for accreditation of a new degree programme (further “Accreditation File”).

## **Article 12**

### **Letter of Intent**

1. The Dean of the relevant faculty is responsible for preparation of the intent in accordance with the VŠFS policy, the strategic plan of educational and creative activities of VŠFS and with other conceptual documents. The Intent is elaborated in cooperation with the Vice-Rector for Education and the Vice-Rector for Conception and Development.
2. The Intent specifies the type, form and profile of a degree programme and its other components designed to meet the requirements of a degree programme in compliance with the Higher Educational Act, or the Government Regulation on higher education accreditation standards, including data on the proposed guarantor of the degree programme. The Rector stipulates the structure of the Intent in her/his decision.
3. The Intent is submitted to the Rector for approval and decision on further steps in line with this internal regulation.
4. Paragraphs 1 up to 3 are applicable accordingly for the intent to apply for prolongation or extension of accreditation.

## **Article 13**

### **Workshop**

1. The Vice-Rector for Education is liable for the preparation and performance of a workshop. He/she submits the proposal of its date, programme and participants to the Rector well in advance for approval.
2. The Dean of the relevant faculty and the proposed guarantor of a degree programme are liable for preparation of workshop materials.
3. Presentation of a new degree programme includes the approved Intent stipulated by Article 12 and other structural components stipulated by the Higher Educational Act. The Rector specifies all presentation details in his/her decision.
4. The Rector sums up the conclusions of a workshop, or he/she may authorize the Vice-Rector for Education to do so. Based on the conclusions, he/she decides on:
  - a) completing materials of relevant degree programme and detailing principles of required changes and a date of further workshop where the material in question will be discussed, or
  - b) elaborating an Accreditation File.



5. Paragraphs 1 up to 4 are applicable for workshops aimed at accreditation extension.

#### **Article 14**

##### **Accreditation File**

1. The Dean of the relevant faculty is liable for the quality of the accreditation file and coordination of its compilation. The Vice-Rector for Education, in cooperation with the Vice-Rector for Strategy and Development account for the methodology and supervision of the Accreditation File.
2. In addition to details of the degree programme stipulated in Section 44 paragraph 2 of the Higher Educational Act, the accreditation file includes further documents stipulated in Section 79 paragraph 2 of the Higher Educational Act. The Rector determines the structure of the Accreditation File, including its compilers and liabilities for its particular components in her/his decision.
3. The Rector submits the part of the Accreditation File pertaining to the proposal of a degree programme to the Scientific Board for approval.
4. The Vice-Rector for Education is liable for submitting the Accreditation File to the National Accreditation Bureau for Higher Education.
5. Paragraphs 1 up to 4 are applicable accordingly to the preparation and approval of the Accreditation File designed for accreditation extension.

### **Part Three**

#### **Degree Programme Guarantor and Course Guarantor**

##### **Article 15**

##### **General Requirements Pertaining to Degree Programme Guarantor**

1. A degree programme guarantor may be appointed from among academic workers employed at VŠFS under a permanent employment contract with weekly working hours corresponding to those stipulated by Section 79 of the Labour Act.
2. The sum total of a degree programme guarantor's working hours within his/her other employment or service relations at higher education institutions (inclusive VŠFS), at a foreign higher education institution or a domestic legal entity under Section 93a of the Higher Educational Act must not exceed one-half of the weekly working hours stipulated by Section 79 of the Labour Act.
3. An academic worker may be the guarantor of:
  - a) a maximum of one bachelor's degree programme and one follow-up master's degree programme of the same or similar content,
  - b) a maximum of one follow-up master's degree programme and one doctoral degree programme of the same, similar or related content.

##### **Article 16**

##### **Bachelor's Degree Programme Guarantor**

1. A Bachelor's degree programme guarantor may be appointed from among academic workers who meet the requirements under Article 15 and have been appointed professors or associate professors, or those with the academic degree of "Candidate of Sciences" (abbreviated as "CSc."), or graduates of a Doctoral degree programme (hereinafter "academic degree") having professional qualification pertaining to the relevant Bachelor's degree programme or to a degree programme of a similar or related content.
2. Further requirements for the appointment of a Bachelor's degree programme guarantor include:
  - a) in an academic-oriented degree programme, the performance of creative activities in the past five years corresponding to the field or fields of education in the framework of which the Bachelor's degree programme is to be carried out,
  - b) in a profession-oriented degree programme, the performance of creative activities in the past five years corresponding to the field or fields of education in the framework of which the Bachelor's degree programme is to be carried out, or professional activities pursued in a relevant field in the same period.

#### **Article 17**

#### **Follow-up Master's Degree Programme Guarantor**

The guarantor of a follow-up Master's degree programme may be appointed from among academic workers who meet the requirements under Article 15 and have been appointed professors or associate professors in a branch corresponding to the relevant field or fields of education in the framework of which the given Master's degree programme is to be carried out, and who have pursued related scientific activities in the past five years.

#### **Article 18**

#### **Doctoral Degree Programme Guarantor**

The guarantor of a doctoral degree programme may be appointed from among academic staff workers who meet the requirements under Article 15 and have been appointed professors or associate professors in a branch corresponding to the degree programme or to a programme of similar or related content, and who have pursued related scientific activities in the past five years.

#### **Article 19**

#### **General Requirements Pertaining to the Guarantor of Fundamental Theoretical Profile Core Courses**

1. The guarantor of fundamental theoretical profile core courses may be appointed from among academic staff workers employed at VŠFS under a permanent employment contract or under a fixed-term contract with the length of duration corresponding to at least the standard duration of studies in the relevant degree programme, and with total weekly working hours equivalent to those stipulated by Section 79 of the Labour Act.
2. The sum total of the working hours of the guarantor of fundamental theoretical profile core courses within the employment or service relations of an academic worker at higher education institutions (inclusive VŠFS), at foreign higher education institutions or domestic legal entities under Section 93a of the Higher Educational Act must not exceed

one and a half times the weekly working hours stipulated by Section 79 of the Labour Act.

3. The tuition of the guarantor of fundamental theoretical profile core courses is organized in lectures or in another form if no lectures are provided in the given course.

#### **Article 20**

##### **Guarantor of Courses in Bachelor's Degree Programme**

1. The guarantor of fundamental theoretical profile core courses in the Bachelor's degree programme may be appointed from among academic staff workers who meet the requirements under Article 19 and have been appointed professors or associate professors, or academic staff workers having a scientific academic degree.
2. The guarantor of fundamental theoretical profile core courses in the Bachelor's degree programme may be appointed from among academic staff workers who meet the requirements stipulated in paragraph 1.
3. To be appointed the guarantor of all other courses in the Bachelor's degree programme, an academic staff worker must meet the requirements stipulated in Article 19. In exceptional cases, the guarantor of these courses may be appointed from among academic staff workers with shorter weekly working hours than those stipulated under Section 79 of the Labour Act, or - in case of highly specialized courses – another academic expert teaching at VŠFS under a contract for a particular piece of work.

#### **Article 21**

##### **Guarantor of Courses in Follow-up Master's Degree Programme**

1. The guarantor of fundamental theoretical profile core courses in the follow-up Master's degree programme may be appointed from among academic staff workers who meet the requirements stipulated in Article 19 and have been appointed professors or associate professors in a branch corresponding to the field or fields of education in the framework of which the follow-up Master's degree programme is to be performed, or in a related field.
2. The guarantor of fundamental theoretical profile core courses in the follow-up Master's degree programme may be appointed from among academic staff workers who meet the requirements stipulated in Article 19 and have been appointed professors or associate professors with a scientific academic degree.
3. To be appointed the guarantor of any other course in the follow-up Master's degree programme, an academic staff worker must meet the requirements stipulated in par. 2. In exceptional cases, the guarantor of these courses may be appointed from among academic staff workers with shorter weekly working hours than those stipulated under Section 79 of the Labour Act, or - in case of highly specialized courses – another academic expert teaching at VŠFS under a contract for a particular piece of work.

#### **Article 22**

##### **Appointing Guarantors of Degree Programmes and Courses**

1. The guarantors of degree programmes are appointed and dismissed by the Scientific Board at the Rector's proposal. The Vice-Rector for Education and the Vice-Rector for Research and Development are responsible for preparing the proposal and its compliance with Article 15.
2. The guarantors of courses are appointed and dismissed by the Vice-Rector for Education at the respective faculty Dean's proposal.

#### **Article 23**

#### **Fundamental Tasks of Degree Programme Guarantor**

1. A degree programme guarantor coordinates a content-related preparation of the degree programme for accreditation, supervises the quality of its implementation, evaluates the degree programme, guarantees the implementation of the degree programme and its development in compliance with the accreditation. All details are stipulated in the Rector's decision.
2. The work of the degree programme guarantor is directed and evaluated by the Vice-Rector for Education in cooperation with the faculty Dean.

#### **Article 24**

#### **Fundamental Tasks of Course Guarantors**

1. The course guarantor accounts for the content, quality and development of the appropriate course in line with the profile of the graduate of the degree programme in which the course is taught. All details are stipulated in the Rector's Decision.
2. The guarantor's work is directed and evaluated by the department head in cooperation with the guarantor of the degree programme in which the course is taught.

### **Part Four**

#### **Preparation of Qualification Theses and Their Quality Guarantees: Fundamental Principles**

#### **Article 25**

#### **Methodical Management and Coordination of Qualification Theses**

1. The Vice-Rector for Education is responsible for:
  - a) the methodology of processing and defending qualification theses, including specification of quality-safeguarding mechanisms,
  - b) evaluation of tutoring and defending qualification theses for the relevant academic year, and a proposal of measures designed to remedy any deficiency found.
2. The faculty Dean accounts for the coordination of cooperation of department heads in proposing the topics of qualification theses and ensuring high quality of their supervision and opponent-related procedure.
3. Head of the department:

- a) appoints and dismisses the supervisors and critical opponents of qualification theses, mostly from among academic staff workers appointed professors or associate professors, or academic staff workers having a scientific academic degree; he/she also accounts for not exceeding the maximum number of qualification theses supervised or opposed by one academic staff worker, as set out in the Rector's decision,
- b) accounts for the compilation of the topics of qualification theses in an appropriate number and in compliance with the VŠFS Study Programme and its long-term research and development strategy.

### **Article 26**

#### **Supervision and Compilation of Qualification Theses**

1. The thesis supervisor:
  - a) approves the topic and the purpose of the thesis,
  - b) directs and checks the student's performance continuously when compiling the thesis, safeguarding its quality and avoiding acts of plagiarism,
  - c) accounts for the minimum number of personal consultations concerning the processing and the result of the thesis compilation as stipulated by the Rector's decision.
2. The critical opponent of the thesis:
  - a) elaborates the thesis evaluation in line with the instructions of the Department Head,
  - b) informs, without undue delay, the Department Head of any major deficiencies found in the thesis, or of any acts of plagiarism revealed,
  - c) informs the Department Head of his marking the thesis as "failed" prior to the state final examination.
3. The student is obliged to:
  - a) choose one of the topics drawn up by the department, or to request the Department Head for the approval of his/her own thesis topic,
  - b) take part in regular consultations with the thesis supervisor and display willingness to attend the minimum number of personal consultations as stipulated by the Rector's decision,
  - c) compile a thesis independently in line with this internal regulation, the Rector's decision, the methodology stipulated by the Vice-Rector for Education, and instructions given by the thesis supervisor.

### **Article 27**

#### **Thesis Quality Requirements**

1. The qualification thesis is compiled in line with the approved thesis topic. The topic may be changed only in exceptional cases worth special consideration.

2. The thesis is an original and independently compiled text. The Rector's decision specifies conditions of using texts from other theses, essays and periodicals, including quotation rules.
3. The thesis is composed of the following basic parts:
  - a) an introduction outlining the topic and its current state of affairs, setting the objective of the thesis and describing methods used in the course of its compilation,
  - b) the text itself, presenting an overview and a basic evaluation of findings pertaining to the topic at hand, an original concept of solution, the outcome of the student's research, its analysis and assessment.
  - c) a conclusion summing up all aspects of the student's findings pertaining to the topic, and assessing whether the thesis objective has been met,
  - d) appendixes.
4. The Rector's decision stipulates the requirements for the professional level of theses depending on the type of the degree programme, requirements for the quality of their compilation, including the use of reference literature, technical terminology and matter-of-fact argumentation.

#### **Article 28**

#### **Thesis Compilation Process**

1. The process of thesis compilation is organized and managed in the past three semesters of the appropriate degree programme through a system of three follow-up mandatory one-semester courses:
  - a) Bachelor/Diploma Seminar designed to obtain fundamental knowledge pertaining to the forms, methods and standards of theses, and skills needed for their compilation in the appropriate degree programme,
  - b) Bachelor/Diploma Project 1 designed to outline the basic content of theses and to meet the thesis objective set by its purpose,
  - c) Bachelor/Diploma Project 2 designed to complete the thesis text and its submission in a complete content and appropriate form.
2. The courses Bachelor/Diploma Project 1 and 2 are provided in the form of the student's regular individual consultations with the thesis supervisor in a number stipulated by the Rector's decision.

### **Part Five**

### **State Final Examinations and their Quality Assurance**

## **Article 29**

### **Methodology, Coordination, Preparation and Organization of State Final Examinations**

1. The Vice-Rector for Education
  - a) compiles the methodology of preparation and organization of state final examinations and sets mechanisms of quality assurance in line with the rules stipulated in the VŠFS Tuition and Examination Regulations,
  - b) approves the faculty Dean's proposal for the appointment of examination commissions prior to its submission to the Rector in compliance with the VŠFS Tuition and Examination Regulations,
  - c) compiles a comprehensive evaluation of the state final examinations performed in the given academic year, of their organizational aspects and the students' success rates, and suggests measures to remove any deficiencies found.
  
2. The Faculty Dean accounts for
  - a) the coordination of the work of department heads, degree programme guarantors and courses guarantors in the preparation of questions for the individual parts of the state final exam,
  - b) a draft proposal pertaining to the appointment of examination commissions from among persons approved by the Scientific Board, guaranteeing their balanced composition.
  
3. In cooperation with the degree programme guarantor and the course guarantors, the Head of the Department compiles questions for the individual parts of the state final examination, including a list of reference literature, and their upgrades in the extent, structure and date stipulated by the methodological instruction of the Vice-Rector for Education.

## **Part Six**

### **Concluding Provisions**

#### **Article 30**

1. These regulations pertaining to quality assurance of the educational, creative and related activities and internal evaluation were approved by the VŠFS Board of Directors on May 22, 2017.
2. Under Section 36(4) and Section 41(2) of the Act on Higher Education Institutions, these regulations pertaining to quality assurance of the educational, creative and related activities and internal evaluation enter into force upon the Ministry registration date.
3. These regulations pertaining to quality assurance of the educational, creative and related activities and internal evaluation become effective as of Sept 1, 2017.

RSDr. Bohuslava Šenkýřová  
Chairperson of the Board of Directors and Rector  
on behalf of Vysoká škola finanční a správní a.s.