

The Ministry of Education, Youth, and Sports registered the Disciplinary Regulations for Students of the University of Finance and Administration [Vysoká škola finanční a správní, a.s.], pursuant to Section 36(2) and (4) and Section 41(2) of Act No. 111/1998 Coll., on higher education and on amendments and additions to other acts (Higher Education Act), as amended, registered on 5 Mar 2021 under no. MSMT-2435/2021-2 Rules of the quality assurance system for educational, creative, and related activities and internal review of the University of Finance and Administration [Vysoká škola finanční a správní, a.s.]



Rules of the Quality Assurance System for Educational, Creative, and Related Activities and Internal Review

**of the University of Finance and Administration
[Vysoká škola finanční a správní, a.s.]**

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Part One

Quality Assurance System and Internal Review

Article 1

General Provisions

1. The system of quality assurance for educational, creative, and related activities within the Vysoká škola finanční a správní, a.s. (hereinafter "University of Finance and Administration") consists of a set of interdependent measures aimed at meeting precisely defined indicators within set time limits in the following areas:

- a) setting conditions for the appointment of program directors and selecting them,
- b) defining the powers and responsibilities of program directors,
- c) setting conditions for appointing course supervisors and selecting them,
- d) defining the powers and responsibilities of course supervisors,
- e) the process of developing proposals for degree programs prior to their submission for accreditation, proposals to extend accreditation, or extending the term of validity of accreditation,
- f) establishing rules for preparing, updating, and innovating curricula,
- g) defining the different categories of subjects to be taught, becoming informed about these subjects, using quality study texts and establishing a system of study support, staffing, and organizational support for teaching,
- h) establishing rules for the continuous assessment of the results of studies, establishing rules for holding and organizing state final examinations,
- i) setting formal and scholarly requirements for bachelor's, master's, and dissertation theses (hereinafter "qualification theses"), defining the powers and responsibilities for the quality of qualification theses,
- j) ensuring the quality of academic staff and arranging a system for faculty evaluation, faculty exchange, and faculty consultation,
- k) defining the individual components of pedagogical documentation and their formal requirements,
- l) establishing the rules of the credit system, including recognizing examinations or the fulfillment of other study obligations.

2. This internal regulation governs the conditions for the appointment of program directors and course supervisors and their basic tasks, the rules for developing degree programs, the basic principles for preparing qualification theses and the system of responsibility for their quality, the system of responsibility for the quality of state final examinations, and the rules for internal review.

3. The quality indicators in the areas referred to in points (f) to (h) and points (j) to (l), the responsibility for fulfilling them, and the dates by which they are to be checked shall be set by decision of the Rector.

Article 2

Instruments for coordinating the quality assurance system

1. The Rector's College, as an advisory body to the Rector, is the supreme institutional instrument for coordinating the quality assurance system. It discusses the key materials related to the individual components of the system pursuant to Article 1(1) and makes recommendations for the Rector or other bodies of the University of Finance and Administration responsible for managing the system under this Internal Regulation and associated decisions of the Rector on fulfilling set indicators and related tasks. The membership of the Rector's College shall be determined by the Bylaws of the University of Finance and Administration.
2. The conference between the Prorector for Legislation and Degree Programs and the leadership of the faculty on the quality of studies (hereinafter the “quality of studies conference”) is a powerful institutional instrument for coordinating the quality assurance system with a focus on educational activities. It discusses proposed measures for ensuring the quality of the educational activities of the University of Finance and Administration and for implementing those measures in a manner integrated with the activities of the faculties, divisions, or other organizational units of the University of Finance and Administration. The members of the quality of studies conference are the Prorector for Strategy and International Relations, vice-deans for pedagogical activity, campus directors, and other persons designated by the Prorector for Legislation and Degree Programs. As a rule, the Prorector for Legislation and Degree Programs convenes the quality of studies conference once a month.
3. The conference of the Prorector for Research and Development on the quality of creative activity (hereinafter the “quality of creative activity conference”) is a powerful institutional instrument for coordinating the quality assurance system with a focus on research, publishing, and other creative activities. It discusses proposed measures for ensuring the quality of creative activities at the University of Finance and Administration and for implementing those measures in a manner integrated with the activities of the faculties, divisions, or other organizational units of the University of Finance and Administration. The members of the quality of creative activity conference are the Prorector for Strategy and International Relations, the vice-deans for research and publishing activities, the Director of the University Research Center, and other persons designated by the Prorector for Research and Development. As a rule, the Prorector for Research and Development convenes the quality of creative activity conference once a month.
4. Internal review is defined as a systematic, ongoing process of verifying whether and to what extent the University of Finance and Administration is succeeding in fulfilling its mission, vision, shared values, and strategic objectives as set out in its strategic and conceptual documents, especially the University of Finance and Administration

Strategic Plan for Educational and Creative Activities and its annual implementation plan, and as reflected in the individual measures of the quality assurance system.

5. Feedback processes are an important tool for coordinating the quality assurance system, especially course surveys and surveys of academic staff, students, graduates, and other relevant stakeholders, both within the University of Finance and Administration and in the international context.

Article 3

Standards and principles of internal review

1. The minimum requirements (standards) for the quality of the activities of the University of Finance and Administration, which are verified as part of internal review, are determined in particular by:

- a) Act No. 111/1998 Coll., on higher education institutions and on amendments and addenda to other acts (the Higher Education Act), as amended
- b) Government Regulation No. 274/2016 Coll., on standards for accreditation in higher education,
- c) Government Regulation No. 275/2016 Coll., on areas of education in higher education,
- d) this Internal Regulation and other internal regulations of the University of Finance and Administration registered with the Ministry of Education, Youth, and Sports, particularly the Study and Examination Regulations of the University of Finance and Administration,
- e) decisions of the Rector, which specify in detail the quality indicators, the responsibility for their fulfillment, and the relevant deadlines and other details for the implementation of this Internal Regulation.

2. Internal review is founded on respect for the independence of knowledge and creative activity, which is reflected in the differences in the degree programs implemented, the related classification of degree programs in the fields of education, the diversity of scientific research implemented through the structure of scientific disciplines, as well as differences in academic environment of the faculties and other facilities of the University of Finance and Administration. Accordingly, the right of the subject of the review to participate in the review and comment on its results is always guaranteed in the review process.

3. The principle of transparency of internal review is guaranteed by clearly defined rules and material, scholarly, and ethical review criteria and the publication of such criteria on the website of the University of Finance and Administration.

4. The outcome of the review is always a recommendation for further development of the evaluated area or a proposal for measures to prevent or eliminate any identified shortcomings.

Article 4

Internal review bodies

1. The competence of an internal review board as defined in Section 12a of the Higher Education Act is exercised by the University Council in accordance with Article 7(2) of the Bylaws of the University of Finance and Administration.
2. Within the scope of its competence pursuant to paragraph 1, the University Council shall :
 - a) approve the draft Rules of the Quality Assurance System for Educational, Creative, and Related Activities and Internal Review before submitting the draft to the Board of Directors,
 - b) issue methodological instructions for defining a detailed procedure for internal review in accordance with this internal regulation,
 - c) manage the internal review process,
 - d) keep a running record of the internal review of the educational, creative, and related activities of the University of Finance and Administration,
 - e) once every five years, prepare a report on the internal quality assessment of the educational, creative, and related activities of the University of Finance and Administration and annual appendices to that report describing changes to the quality and management measures,
3. The University Council shall appoint rapporteurs to evaluate the individual areas of activity of the University of Finance and Administration in accordance with these Internal Regulations. The rapporteur shall always be a member of the University Council not principally involved in the conduct of the activity being reviewed, namely who is not the guarantor of a course taught in the relevant degree program. The University Council shall ensure that external members of the University Council are sufficiently represented among the rapporteurs.

Article 5

Basis for internal review

As a rule, the review shall be based on:

- a) strategic, conceptual, financial, analytical, and other documents of the University of Finance and Administration,
- b) the indicators monitored by the strategic plan for the educational and creative activities of the University of Finance and Administration and the annual report on the activities of the University of Finance and Administration,
- c) data from the University of Finance and Administration Information System,
- d) self-evaluation reports prepared according to the standard format stipulated by the methodological instruction of the University Council,
- e) expert opinions,
- f) questionnaire surveys,
- g) semi-structured interviews,
- h) bibliometric analyses,
- i) other data from public sources or sources available to the University of Finance and Administration.

Article 6

Internal review of educational activities in degree programs

1. The educational activities of the University of Finance and Administration are evaluated on a program-by-program basis, taking into account the conditions of admission and study, in particular ensuring equal access to admission and study, the practical application of graduates of the degree program, and feedback from members of the academic community and graduates of the University of Finance and Administration.
2. The review of a degree program shall be carried out once every 5 years by rapporteurs appointed by the University Council pursuant to Article 4(3). If the review identifies deficiencies in the implementation of the degree program and proposes measures to prevent and remedy the deficiencies identified, a follow-up review shall be carried out focusing on these areas one academic year from the conclusion of the review.
3. The initial basis for the review of a degree program is the self-evaluation report prepared by the program director. The actual review report will be submitted to the rapporteur appointed by the University Council via the Prorector for Legislation and Degree Programs.
4. Other documents used for the review of a degree program include:
 - a) the report of the Office for Pedagogical Work,
 - b) the results of empirical investigations carried out by the University Research Center.
5. Based on the self-evaluation report and other documents referred to in paragraph 4, the rapporteur shall prepare a report reviewing the degree program which is submitted to the University Council via the Prorector for Legislation and Degree Programs.
6. The review of the degree program will conclude with the approval of the degree program review report by the University Council.

Article 7
Internal review of continuing education programs

The educational activities of the University of Finance and Administration in continuing education programs are suitably reviewed based on the rules for the evaluation of education in accredited degree programs. The University Council shall appoint a rapporteur to review continuing education programs from among its members not principally involved in the conduct of the activity being reviewed.

Article 8
Internal review of creative activities

1. The minimum quality standards for creative activities at the University of Finance and Administration are defined by applicable law and internal regulations according to Article 3(1) and pursuant to Act No. 130/2002 Coll., on the support of research, experimental development, and innovation from public funds and on amendments to certain related acts (Act on Support of Research, Experimental Development, and Innovation) and the concept of the research and development activities of the University of Finance and Administration.
2. The creative activities at the University of Finance and Administration are reviewed by individual academic fields related to the degree programs and connected to the relevant faculties.
3. A review of the activities of the University of Finance and Administration shall be carried out once every 5 years by rapporteurs appointed by the University Council pursuant to Article 4(3). If the review identifies deficiencies in the implementation of creative activities and proposes measures to prevent and remedy the deficiencies identified, a follow-up review shall be carried out focusing on these areas one academic year from the conclusion of the review.
4. The starting point for the review of creative activities is the Self-Evaluation Report for evaluation of research organizations in the higher education segment for the relevant period. The basis referred to in the preceding sentence shall be submitted to the rapporteur with an accompanying statement from the Prorector for Research and Development and the director of the university research center.

5. Based on the filings mentioned in paragraph 4, the rapporteur shall prepare a report on the review of the creative activities of the University of Finance and Administration to be submitted to the University Council via the Prorector for Legislation and Degree Programs.
6. The review of the creative activities of the University of Finance and Administration shall conclude with the approval of the report on the review of the creative activities of the University of Finance and Administration by the University Council.

Article 9

Internal review of related activities

1. For the purposes of these Internal Regulations, related activities are defined as those activities of the University of Finance and Administration that support its educational and creative activities, in particular:
 - a) the management and administration of the University of Finance and Administration,
 - b) human resources management,
 - c) information systems and means of communication,
 - d) information and advisory services,
 - e) support measures for students with specific needs,
 - f) library services and electronic teaching resources,
 - g) publishing and editorial activities.
2. The initial basis for the review of the related activities individual self-evaluation reports of the bursar and other members of the Rector's College, whose purview is to ensure the provision of the individual activities. The self-evaluation reports are submitted to the Prorector for Legislation and Degree Programs once every five years within the time limit set by the Rector.
3. The Prorector for Legislation and Degree Programs shall prepare a draft report on the review of the related activities of the University of Finance and Administration and submit the report to the University Council for approval.
4. The detailed procedure for internal review of related activities shall be determined by decision of the Rector.

Article 10

Report on internal review

1. The University Council shall prepare an internal review report on the quality of educational, creative, and related activities based of the reports approved during the five-year review period specified under Articles 6 to 9.
2. The basic structure of the internal review report shall consist of:
 - a) a list of the evaluations on which the report is based,
 - b) a summary of the key results of those evaluations,
 - c) a summary of the measures taken to prevent and remedy any identified shortcomings,
 - d) an analysis of strengths, weaknesses, opportunities, and threats,
 - e) recommendations for further development of the University of Finance and Administration, with particular emphasis on the quality assurance system and internal review.
3. The appendices to the internal review report shall contain changes to the system for quality assurance and internal review for the period of the relevant year in the structure referenced in paragraph 2.
4. The integrated review results for the year in question shall be included in the annual report on the activities of the University of Finance and Administration.

Part Two

Rules for the development of degree programs

Article 11

Process of developing degree programs

The process of developing degree program proposals prior to their submission for accreditation consists of the following stages:

- a) preparing a plan for the accreditation of a new degree program (hereinafter the "plan"),
- b) expert workshop for preparing the accreditation of the new degree program (hereinafter "workshop"),
- c) preparing the application for the accreditation of the new degree program (hereinafter the "accreditation file").

Article 12

Plan

1. The dean of the relevant faculty is responsible for preparing the plan in accordance with the mission of the University of Finance and Administration, the strategic plan for the educational and creative activities of the University of Finance and Administration, or other conceptual documents. The plan is prepared in cooperation with the Prorector for Legislation and Degree Programs and the Prorector for Strategy and International Relations.
2. The plan includes the type, form, and profile of the degree program and its other characteristics enabling a comprehensive review of the fulfillment of the requirements of the degree program according to the Higher Education Act or Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education, including information on the proposed program director. The structure of the plan shall be determined by decision of the Rector.
3. The plan shall be submitted to the Rector for approval and a decision on further action in accordance with this Internal Regulation.
4. Paragraphs 1 to 3 shall apply mutatis mutandis to plans to extend or expand accreditation.

Article 13

Workshop

1. The Prorector for Legislation and Degree Programs is responsible for the preparation and conduct of the workshop. He/she shall submit a proposal for the date, agenda, and participants of the workshop to the Rector for approval well in advance.
2. The dean of the faculty concerned and the proposed program director are responsible for preparing and presenting workshop materials.
3. The presentation of a new degree program shall always include the approved plan as referenced in Article 12 and other components in a structure that is substantially equivalent to the components of the degree program as laid down in the Higher Education Act. Details about the structure of the presentation shall be determined by decision of the Rector.
4. The conclusions of the workshop shall be summarized by the Rector or, if delegated by the Rector, by the Prorector for Legislation and Degree Programs. On the basis of these, the Rector shall decide on:
 - a) refining the material for the relevant degree program, whereas the Rector shall set the principles of the required changes and the date of the next workshop at which the refined material will be discussed; or
 - b) preparing the accreditation file.
5. Paragraphs 1 to 4 shall likewise apply mutatis mutandis to extending or expanding accreditation.

Article 14

Accreditation file

1. The dean of the relevant faculty is responsible for the quality and coordination of the accreditation file. The Prorector for Legislation and Degree Programs is responsible for the methodology and verifying the processing of the accreditation file.
2. The accreditation file shall contain both the components of a degree program as specified in Section 44(2) of the Higher Education Act and other documents pursuant to Section 79(2) of the Higher Education Act. The structure of the accreditation file, identifying the persons who compiled it and the responsibility for the individual components, shall be determined by decision of the Rector.

3. The part of the accreditation file including the degree program proposal shall be submitted by the Rector to the University Council for approval.
4. The Prorector for Legislation and Degree Programs is responsible for the submission of the accreditation file to the National Accreditation Office for Higher Education.
5. Paragraphs 1 to 4 shall apply mutatis mutandis to the preparation and approval of the accreditation file for the renewal or extension of accreditation.

Part Three

Program director and course supervisor

Article 15

General requirements for the program director

1. An academic staff member who works at the University of Finance and Administration on the basis of an employment contract with an indefinite term and total weekly work hours corresponding to the weekly work hours specified under Section 79 of Act No. 262/2006 Coll., the Labor Code, as amended, may be appointed a program director.
2. The total sum of the weekly working hours of a degree program supervisor under other employment or service relationship at a higher education institution (including the University of Finance and Administration), a foreign university, or a domestic legal entity pursuant to Section 93a of the Higher Education Act may not exceed half of the established weekly working hours specified under Section 79 of the Labor Code.
3. An academic staff member may be the program director of:
 - a) no more than one bachelor's degree program and one master's degree program of the same, similar, or related content,
 - b) no more than one postgraduate master's degree program and one doctoral degree program in the same, similar, or related subject area.

Article 16
Program director of a bachelor's degree program

1. The program director of a bachelor's degree program may be an academic staff member who meets the conditions stipulated in Article 15 and who has been appointed professor or associate professor or holds the academic rank of “candidate of sciences” (abbreviated as “CSc”) or a degree obtained by completing a doctoral program (hereinafter “academic rank”) and has professional qualifications relevant to the bachelor's degree program in question or to a degree program of close or related content.
2. Another condition for appointment as a program director of a bachelor's degree program is:
 - a) in the case of an academically oriented degree program, the performance of scholarly activity in the last five years corresponding to the field or fields of education within which the bachelor's degree program is to be carried out,
 - b) in the case of a professionally oriented degree program, the performance of creative activity in the last five years corresponding to the field or fields of education within which the bachelor's degree program is to be pursued, or the pursuit of a substantively relevant professional practice during that period.

Article 17
Program director of postgraduate master's degree program

A program director of a postgraduate master's degree program must be an academic who meets the conditions stipulated in Article 15 and has been appointed professor or associate professor in a field of study corresponding to the field(s) of study in which the postgraduate master's degree program is to be carried out and who has conducted research activities in that field within the last five years.

Article 18
Program director of a doctoral degree program

A program director of a doctoral degree program must be an academic who meets the conditions stipulated in Article 15 and has been appointed professor or associate professor in a field of study corresponding to the given degree program or a closely related degree program.

Article 19

General requirements for course supervisors of core theoretical courses required for a major

1. An academic staff member may be appointed as the course supervisor of a core theoretical course required for a major if he or she is employed at the University of Finance and Administration under an open-ended employment contract or, where appropriate, under a fixed-term employment contract with a duration corresponding at minimum to the standard term of study in the relevant degree program and with total weekly work hours corresponding to the weekly work hours stipulated in Section 79 of the Labor Code.
2. The total sum of the weekly work hours of the course supervisor of a core theoretical course required for a major as part of the academic staff member's employment or service relationship at a higher education institution (including the University of Finance and Administration), foreign university, or domestic legal entity pursuant to Section 93a of the Higher Education Act may not exceed 1.5 times the stipulated weekly work hours pursuant to Section 79 of the Labor Code.
3. The course supervisor of core theoretical subjects required as part of the major participates in teaching these courses by giving lectures or in a different format if the lecture format is not used in the given course.

Article 20

Course supervisor in a bachelor's degree program

1. An academic staff member who meets the conditions laid down in Article 19 and has been appointed professor or associate professor, or an academic staff member with academic rank may be appointed as a course supervisor for core theoretical courses required for the major in a bachelor's degree program.
2. An academic staff member who meets the conditions referenced in paragraph 1 may be appointed as a course supervisor of courses of study required for a major in a bachelor's degree program.
3. In order to be appointed as a course supervisor of other courses in a bachelor's degree program, an academic staff member must, as a matter of principle, meet the conditions laid down in Article 19. Exceptionally, an academic staff member with less than the stipulated weekly work hours pursuant to Section 79 of the Labor Code, or other expert working at the University of Finance and Administration under a work agreement outside of employment, may be appointed as a course supervisor in the case of highly specialized courses.

Article 21

Course supervisor in a postgraduate master's degree program

1. A course supervisor of core theoretical courses required for a postgraduate master's degree program must be an academic who meets the conditions stipulated in Article 19 and has been appointed professor or associate professor in a field of study corresponding to the field(s) of study in which the postgraduate master's degree program is to be carried out and who has conducted research activities in that field within the last five years.
2. An academic staff member who meets the conditions laid down in Article 19 and has been appointed professor or associate professor or an academic staff member with academic rank may be appointed as a course supervisor for courses of study required for a postgraduate master's degree program.
3. In order to be appointed as a course supervisor of other courses in a postgraduate master's degree program, an academic staff member must, as a matter of principle, meet the conditions laid down in paragraph 2. Exceptionally, an academic staff member with less than the stipulated weekly work hours pursuant to Section 79 of the Labor Code, or a different expert with academic rank working at the University of Finance and Administration under a work agreement outside of employment, may be appointed as a course supervisor in the case of highly specialized courses.

Article 22

Appointment of program directors and course supervisors

1. Program directors are appointed and dismissed by the University Council at the proposal of the Rector. The Prorector for Legislation and Degree Programs and the Prorector for Research and Development are responsible for preparing the proposal and ensuring that it complies with Articles 15 to 18.
2. Course supervisors are appointed and dismissed by the Prorector for Legislation and Degree Programs at the proposal of the Dean of the faculty concerned.

Article 23

Basic tasks of the program director

1. The program director coordinates the preparation of the content of the degree program for accreditation, supervises the quality of its implementation, evaluates the degree program, and drives the implementation and development of the degree program in

accordance with the accreditation. The details shall be determined by decision of the Rector.

2. The activities of the degree program guarantor are managed and evaluated by the Prorector for Educational Activities in cooperation with the dean of the relevant faculty.

Article 24

Basic tasks of the course supervisor

1. The course supervisor is responsible for the content, level, and development of the given course in accordance with the profile of a graduate of the degree program in which the course is being taught. The details shall be determined by decision of the Rector.
2. The activities of the course supervisor are managed and evaluated by the head of the division in cooperation with the program director of the degree program in which the course is being taught.

Part Four
**Basic principles for the preparation of qualification theses and the
system of responsibility for their quality**

Article 25
**Methodology management and coordination of the process of preparing
qualification theses**

1. The Prorector for Legislation and Degree Programs is responsible for:
 - a) preparing the methodology for the preparation and defense of bachelor and masters theses, including setting up quality assurance mechanisms,
 - b) evaluating the guidance and defense of bachelors' and masters' theses for the academic year in question and proposing measures to eliminate any shortcomings identified.
2. The Prorector for Research and Development is responsible for:
 - a) preparing the methodology for the preparation and defense of dissertations, including setting up quality assurance mechanisms,
 - b) evaluating the management and defense of dissertations for the academic year in question and proposing measures to eliminate any shortcomings identified.
3. The dean of the faculty is responsible for coordinating the cooperation of the heads of the divisions in announcing the topics of bachelors' and masters' theses and ensuring the quality of their guidance and opposition.
4. The division head:
 - a) appoints and dismisses supervisors and opponents of bachelors' and masters' theses, as a rule from among academic staff appointed as professor or associate professor or academic staff with academic rank, while bearing responsibility for ensuring that the maximum number of bachelor and masters theses supervised or opposed by one academic staff member, set by decision of the Rector, is not exceeded,
 - b) is responsible for announcing the topics of bachelors' and masters' theses in the appropriate number and in accordance with the degree program and the long-term concept for research and development activities of the University of Finance and Administration.

Article 26
Responsibility for guidance and development of individual bachelors' and masters' theses

1. Qualification thesis supervisor:

- a) approves the assignment of the qualification thesis and the intention of the qualification thesis,
- b) periodically manages and controls the student's progress in the preparation of the qualification thesis, both in terms of quality and prevention of plagiarism,
- c) is responsible for performing the minimum number of personal consultations on the process and results of qualification thesis preparation set by decision of the Rector.

The qualification thesis opponent:

- a) prepares the assessment of the qualification thesis as assigned by the division head,
- b) informs the Division Head without undue delay about the discovery of major deficiencies in the qualification thesis or about the discovery of plagiarism,
- c) informs the division head before the state final examination that he or she has graded the qualification thesis with a grade of "fail".

The student is obliged to:

- a) apply for one of the announced qualification thesis topics or ask the division head to approve his or her proposal for the qualification thesis topic,
- b) participate in regular consultations with the supervisor of the qualification thesis and provide the necessary cooperation to perform the minimum number of personal consultations set by decision of the Rector,
- c) independently prepare the qualification thesis in accordance with this internal regulation, the decision of the Rector, the methodology of the Prorector for Educational Activities and the instructions of the supervisor of the qualification thesis.

Article 27
Quality requirements for bachelors' and masters' theses

1. Bachelors' and masters' theses shall be prepared in accordance with the approved assignment for the qualification thesis. The assignment may be changed only in exceptional cases for reasons of special consideration.
2. Bachelors' and masters' theses shall be original and independently prepared scholarly texts. The Rector shall determine by decision the conditions for the use of texts from other theses and studies, including periodicals, and the manner of their citation.
3. Bachelors' and masters' theses are divided into the following basic parts:
 - a) the introduction, which outlines the problem to be solved, and the current state of the subject matter, which states the objective of the qualifying thesis and describes the methods to be used in the course of the qualification thesis,
 - b) the actual text of the thesis, which includes, in particular, a summary and basic evaluation of the knowledge related to the problem under study, the actual concept of the solution, the results of the actual research, and their analysis and evaluation.
 - c) the conclusion, which summarizes the knowledge acquired in all aspects of the problem addressed and evaluates whether the stated objective of the qualification thesis has been met,
 - d) appendices.
4. The Rector shall determine by his/her decision the requirements for the scholarly level of bachelors' and masters' theses, depending on the type of degree program, the requirements for the extent of elaboration, including use of scholarly literature, use of technical terminology, and mastery of substantive argumentation.

Article 28

Requirements for dissertations

1. Dissertations shall be structured according to the requirements of the assigned topic and shall result in the presentation of new findings.
2. Dissertations demonstrate the student's ability to work creatively and arrive at his/her own original conclusions and new insights, building on the current state of knowledge of the subject.
3. Dissertations are divided into the following basic parts:
 - a) the introduction, which includes an outline of the problem under study, a justification of the topicality of the topic and the applicability of the conclusions of the dissertation, the objectives of the dissertation, and the determination of the working hypotheses and a brief outline of the content of individual chapters,
 - b) the actual text of the thesis, which always includes the current state of research on the given issue and the methods used in the dissertation,
 - c) a conclusion summarizing the results of the investigation, followed by an explicit assessment of the achievement of the thesis objectives and the confirmation or rejection of the hypotheses set out in the introduction
 - d) appendices.
4. The Prorector for Research and Development shall specify in detail with his or her instructions the requirements for the scholarly standard of the dissertation, the requirements for the extent of elaboration, including use of scholarly literature, use of technical terminology, and mastery of substantive argumentation.

Article 29
Process for preparing bachelor and masters theses

1. The thesis process is organized and guided in the last three semesters of the relevant degree program through a system of three consecutive compulsory one-semester courses:
 - a) Bachelor/masters seminar for acquiring basic knowledge of the forms, methods, and standards of qualification theses and skills in preparing them in the given degree program,
 - b) Bachelor/Masters Project 1 for elaborating the basic content of qualification theses, including fulfilling the objective of the qualification thesis as specified in its plan,
 - c) Bachelor/Masters Project 2 for completing the text of the qualification thesis and submitting it in a complete and formally accurate form.
2. Bachelor/Masters Project 1 and 2 courses are conducted in the form of regular individual consultations of the student with the supervisor on the qualification thesis, the number of which is determined by decision of the Rector.

Article 30
Process for preparing dissertations

1. The dissertation process is organized and guided in the third to sixth semester of the relevant degree program through a system of three consecutive compulsory one-semester courses:
 - a) Dissertation Project 1 for preparing the first part of the dissertation
 - b) Dissertation Project 2 for preparing the first version of the dissertation and submitting it for what is called the “minor defense”
 - c) Dissertation Project 3 for preparing the final version of the dissertation and submitting it for defense.
2. All of these courses are conducted in the form of independent work of the student under the technical and methodological guidance of the faculty advisor.

Part Five
System of responsibility for the quality of state final examinations

Article 31
Methodology management, coordination, and assurance of the process of preparation and organization of state final examinations

1. The Prorector for Legislation and Degree Programs:
 - a) shall issues the methodology for preparing and organizing state final examinations, including setting up quality assurance mechanisms, in accordance with the rules for their conduct set out in the Study and Examination Regulations of the University of Finance and Administration,
 - b) approves the proposal of the Dean of the Faculty for appointing the individual examination committees prior to submitting it to the Rector in accordance with the Study and Examination Regulations of the University of Finance and Administration,
 - c) prepares a comprehensive evaluation of the state final examinations held in the relevant academic year, including their organization and the success rate of students, and proposes measures to eliminate any identified shortcomings.
2. The dean of the faculty is responsible for:
 - a) a) coordinating the activities of division heads, program directors, and course supervisors in preparing questions for individual subjects of the state final examination,
b) preparing a proposal for the appointment of individual examination committees from among persons approved by the University Council, while guaranteeing their balanced composition.
 - b) The division head, in cooperation with the program director and the course supervisors, prepares and updates questions for the individual subjects of the state final examination, including the list of compulsory literature, in the scope, structure, and timing determined by the methodological instruction of the Prorector for Educational Activities.

Part Six

Final provisions

Article 32

1. The Rules of the Quality Assurance System for Educational, Creative, and Related Activities and Internal Review registered by the Ministry of Education, Youth and Sports on 25 August 2020 under no. MSMT-32579/2020-10 are hereby canceled.
2. These Rules of the Quality Assurance System for Educational, Creative, and Related Activities and Internal Review were approved by the Board of Directors of the University of Finance and Administration on 10 December 2020.
3. These Rules of the Quality Assurance System for Educational, Creative, and Related Activities and Internal Review enter into force pursuant to Section 36(4) and Section 41(2) of the Higher Education Act on the date of registration by the Ministry of Education, Youth, and Sports.
4. These Rules for the Quality Assurance System for Educational, Creative, and Related Activities and Internal Review shall take effect on the day following the date of registration by the Ministry of Education, Youth, and Sports.

Bohuslava Šenkýřová
Chair of the Board of Directors and
Rector of Vysoká škola finanční a
správní, a.s.