

**The Second Consolidated Version of
the Rules for Evaluating Educational Activities by Students and
Graduates
of the Faculty of Arts of Charles University
dated 29 May 2020**

In accordance with Section 27(1b) and Section 33(2f) of Act no. 111/1998 Sb., on institutions of higher education, and changes to other acts, as amended (the Higher Education Act), and Article 42(2) of the Constitution of the Faculty of Arts of Charles University, as amended, the Academic Senate of the Faculty of Arts of Charles University has adopted these Rules for Evaluating Educational Activities by Students and Graduates of the Faculty of Arts of Charles University as its internal regulation:

**Article 1
Introductory provisions**

On the basis of Article 4(14, 15, 17), Article 6(6), Article 7(8), and related provisions of the Code of Rules for Evaluating Educational Activities by Students and Graduates of Charles University, as amended (the “Code for Evaluating Educational Activities of the University”), these Rules for Evaluating Educational Activities by Students and Graduates of the Faculty of arts of Charles University set out the details and other requirements for evaluating the educational activities by students and graduates of the Faculty.

**Part I
General provisions**

**Article 2
Goals of evaluation**

The goals of the evaluation of educational activities by students and graduates are:

- a. To support the consolidation of the academic environment by improving the educational activities at the Faculty,
- b. To help improve the preparation, organization, content, progress, and relationship of studies in programmes of study, as well as improving the related support services provided by the Faculty and the University,
- c. To provide the Dean of the Faculty, their advisory boards, other bodies of the Faculty, and the entire academic community of the Faculty with feedback on the quality of educational activities,
- d. To provide materials for ensuring and internally assessing the quality of activities at the Faculty and the University,

- e. To function as a supportive resource of information for applicants at the Faculty when deciding on their studies and selecting a programme of study.

Article 3 Structure of evaluation

1. The evaluation of educational activities by student and graduates is executed electronically¹ via the application for evaluation, and participation is ensured for all
 - a. Students of the Faculty who participated during the specific semester or academic year in a course in the following programmes of study
 - i. Bachelor's and master's programmes
 - ii. PhD programmes,
 - b. Graduates of the Faculty.
2. Evaluation of educational activities by students of bachelor's and master's programmes of study takes place twice during the academic year, separately for the winter semester and the summer semester. Evaluation of educational activities by students of PhD programmes takes place at least once every three years based on a decision of the Dean of the Faculty.
3. The Dean sets the terms for evaluation and publication of the results in a Dean's measure; for the evaluation of bachelor's and master's programmes of study, the terms are an integral part of the Dean's measures establishing the Schedule for the Academic Year.
4. Students and graduates are entitled to participate in the evaluation of educational activities anonymously. The data in the University's Central Authentication Service is used to log in to the evaluation or the unique login data sent electronically in the application for evaluation. This ensures at the moment of sending the completed questionnaire the irrevocable distribution of data on the student filling in the questionnaire and the data filled in by the student, with the exception of paragraph 5 of this article.
5. Students and graduates are entitled to conceal their free verbal commentary so that it is not a part of the published results. They are also entitled to have their free verbal commentary published without indicating their names, which however does not rule out the procedure under paragraphs 6 and 7 of this article, and if the technical means allow, they are entitled to deanonymize their free verbal commentary or publish this commentary under their names.²

¹ Article 4(9) of the Code for Evaluating the Educational Activities of the University

² Article 4(15) of the Code for Evaluating the Educational Activities of the University

6. The instructors are entitled to respond to publication of results for evaluating the courses they teach and for the verbal commentary relating to them.³ They also are entitled to conceal the verbal commentary of a student so that it is only visible to the specific instructor, the head of the respective basic unit of the Faculty, and the Dean of the Faculty or a person deputized by the Dean.
7. The heads of basic units of the Faculty are entitled to respond to the publication of results of the evaluation of courses taught in the programme of study guaranteed by the specific basic unit of the Faculty. They are also entitled to conceal the verbal commentary of a student from the publication of results so that it is only visible to the head of the respective basic unit of the Faculty, the respective instructor, and the Dean of the Faculty or a person deputized by the Dean.
8. The Dean of the Faculty is entitled to conceal from the publication of results any verbal commentary, especially if it is in contradiction with good morals, so that it is only visible to the head of the respective basic unit of the Faculty, the respective instructor, and the Dean of the Faculty or a person deputized by the Dean.

Part II

Bachelor's and master's programmes of study

Article 4

Regular evaluation of educational activities by students in bachelor's and master's programmes of study

1. Evaluation is carried out for all implemented bachelor's and master's programmes of study.
2. Evaluation is required for every taught course in a semester regardless of whether it is a required course, an elective, an optional course, or an otherwise designated course.⁴
3. Students are entitled to evaluate only courses that they are registered for and only once.⁵ If a course has more than one part, these parts are evaluated separately.⁶

³ Article 4(16) of the Code for Evaluating the Educational Activities of the University

⁴ Article 4(2) of the Code for Evaluating the Educational Activities of the University

⁵ Article 4(11) of the Code for Evaluating the Educational Activities of the University

⁶ For example, lectures and seminars

4. The evaluation of instruction includes⁷ evaluation of the provision of studies and other related supportive activities.⁸
5. The organization for the evaluation of the educational activities in bachelor's and master's programmes of study are ensured by
 - a. The vice-dean for studies, with regard to substance.
 - b. The vice-dean for information resources, with regard to technical aspects.

Article 5

Preparation of the evaluation of educational activities in bachelor's and master's programmes of study

1. The Dean determines the university-wide questions for the evaluation of courses.
2. The Dean determines the university-wide questions for evaluation of the provision of studies and other related supportive activities.
3. The Dean determines which university-wide questions must be answered in order to submit the evaluation.
4. The university-wide questions may be changed or supplemented on the proposal of persons who contribute to preparing the content of the evaluation;⁹ the Academic Senate of the Faculty may contribute to proposing the university-wide questions, without prejudice to paragraph 1 of this article.
5. Instructors are entitled to add their own questions in addition to the questions determined by the Dean prior to the beginning of the evaluation of the courses they teach.
6. The heads of the basic units of the Faculty are entitled to add their own questions in addition to the questions determined by the Dean prior to the beginning of the evaluation of courses taught as a part of the programme of study guaranteed by the respective basic unit of the Faculty or programme of study while taking into account the proposal of the guarantor of the respective programme of study.

⁷ Article 3a of the Code for Evaluating the Educational Activities of the University

⁸ Article 3a and Article 6(6) of the Code for Evaluating the Educational Activities of the University

⁹ Article 4(5) of the Code for Evaluating the Educational Activities of the University

Article 6

Results of the evaluation of educational activities in bachelor's and master's programmes of study and their application

1. The Faculty publishes the results in the public section of the Faculty's web pages after the end of the period for instructors to respond to the evaluation of students. As a rule, this occurs within 10 days of terminating the evaluation of educational activities by students.
2. The data on the number of students who are registered for a specific course, together with the number of students who evaluated it are always an integral part of the published results of the evaluation of each course.
3. The results relating to the instructors may be published only if at least 10 per cent of the number of students who are registered in a course have evaluated the instructor.¹⁰
4. Free verbal commentary is published in full regardless of whether or not the author included their name¹¹ provided that the instructor, the head of the respective basic unit of the Faculty, or the Dean does not decide prior to publishing the results on concealing the free verbal commentary.
5. The identity of the author of the free verbal commentary is not further verified prior to publishing this commentary due to the manner of student login to the application for evaluation, pursuant to Article 4(3) of these rules.¹²
6. The basic form of interpretation of the results of the evaluation is a report of the Dean on the evaluation structured according to the requirements in a Rector's measure.¹³ The report is drawn up once a year, as a rule, in October, and summarizes the evaluations for the past academic year; it always contains how many persons participated in the evaluations. The Dean submits the report to the Academic Senate of the Faculty for discussion and decides on any correction or additions based on the recommendation of the Academic Senate of the Faculty.
7. A supplementary form of interpretation of the results of evaluation includes reports of the evaluation commission of the Faculty and the working committee for evaluation of the educational activities by students and graduates of the Faculty (the "evaluation committee"). The Dean established on the initiative of the Academic Senate of the Faculty the evaluation committee for evaluations during the specific academic year, as a rule, in November of the respective academic year. The evaluation committee has seven

¹⁰ Article 4(14), last sentence of the Code for Evaluating the Educational Activities of the University

¹¹ Article 4(15) of the Code for Evaluating the Educational Activities of the University

¹² Article 4(15) of the Code for Evaluating the Educational Activities of the University

¹³ Article 8(4) of the Code for Evaluating the Educational Activities of the University

members. The Dean appoints, on proposal of the Academic Senate of the Faculty, five members from among the students of the Faculty and one member from among the academic staff of the Faculty. By virtue of their position, the vice-dean for studies is a member of the evaluation committee. The members of the evaluation committee elect the chair at the first meeting, which is convened by the chair of the Academic Senate of the Faculty. From this point on, the new chair of the evaluation committee is in charge of the meeting and convenes future meetings. The evaluation committee constitutes a quorum if an absolute majority of its members is present. The evaluation committee makes decisions by voting and adopts resolutions by an absolute majority of the present members. Minutes of the meetings are published in the public section of the Faculty's web pages.

8. The evaluation committee and the Faculty's evaluation commission submit separately to the Dean of the Faculty and the Academic Senate of the Faculty their own report on each evaluation once a year. The reports are drawn up, as a rule, in October so that their deliberation by the Academic Senate of the Faculty takes place earlier or at the same time as deliberation on the report of the Dean on evaluation.¹⁴ Both committees draw up their reports based on the published results of evaluation and based on the summary documents that the vice-dean for information resources submits to them in cooperation with the Study Affairs Office of the Dean's Office of the Faculty. These focus in particular on:
 - a. Preparation of an opinion on deficiencies arising from the results of the evaluation and a proposal for remedying or removing them,
 - b. Preparation of an opinion on the problems identified in the organization of the evaluation and a proposal for remedying or removing them.
9. Following the approval of the Academic Senate of the Faculty and the processing of any recommendations and after being sent to the Rector of the University, the Dean's report on the evaluation is published in the public section of the Faculty's web pages and provided to all heads of the basic units of the Faculty and the guarantors of the programmes of study.
10. The work of the Dean with the results of the evaluation always after terminating the evaluation in each semester includes in particular:
 - a. Detailed knowledge of the results of instructors with an average rating of under 50 per cent, including the verbal commentary for these instructors and their courses,
 - b. A meeting with the head of the respective basic unit where the instructor teaches and if it involves repeated deficiencies expressed in the evaluation of a course or of an

¹⁴ Article 8(3) of the Code for Evaluating the Educational Activities of the University

instructor, a request for the head of the respective basic unit of the Faculty to submit a written proposal for remedying this, on the basis of which the Dean will decide on further procedures and will publish this decision in the public section of the Faculty's web pages.¹⁵

11. The results of the evaluation are one of the most important documents for preparing the materials necessary for accreditation. The aggregate materials from the evaluations are arranged by the vice-dean for information resources in cooperation with the Student Affairs Office of the Dean's Office of the Faculty.

Part III

PhD programmes of study and graduates

Article 7

Evaluation of educational activities in PhD programmes of study

1. The organization for the evaluation in PhD programmes of study are ensured by
 - a. The vice-dean for scientific and research activities, with regard to substance,
 - b. The vice-dean for information resources, with regard to technical aspects.
2. Articles 4 to 6 of these rules apply *mutatis mutandis* to evaluation in accordance with this article insofar as the guarantor of a programme of study is understood as the study-area board of the PhD programme of study, the vice-dean for studies is understood as the vice-dean for scientific and research activities, and the Student Affairs Office of the Dean's Office of the Faculty is understood as the PhD and Academic Qualifications Office of the Dean's Office of the Faculty.
3. The Dean's report on evaluation is always published in the public section of the Faculty's web pages.

Article 8

Evaluation of educational activities by graduates of the Faculty

1. According to actual need, the Faculty may arrange for the evaluation of instruction by graduates.
2. The organization of evaluation by graduates is ensured by

¹⁵ Article 8(3) of the Code for Evaluating the Educational Activities of the University

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- a. The vice-dean for admissions procedures and public relations, with regard to substance,
 - b. The vice-dean for information resources, with regard to technical aspects.
3. Article 4 to 6 of this regulation apply *mutatis mutandis* to evaluation in accordance with this article, if not otherwise set out in this article.
 4. Additional details on evaluation of educational activities by graduates of the Faculty may be regulated by a measure of the Dean.

Part 4
Transitional and final provisions

Article 9
Transitional provisions

1. This regulation applies initially to evaluation of educational activities in the winter semester of the academic year 2017/2018.
2. The first evaluation in the PhD programmes of study will take place by the end of the academic year 2019/2020.
3. The provisions of these rules on the evaluation of educational activities in programmes of study apply *mutatis mutandis* to the evaluation of educational activities in fields of study within the programmes of study accredited under the Higher Education Act, as amended prior to 1 September 2016.

Article 10
Final provisions

1. This regulation was approved by the Academic Senate of the Faculty on 10 May 2017.¹⁶
2. This regulation comes into force on the day of its approval by the Academic Senate of the University.¹⁷

¹⁶ This regulation was approved again by the Academic Senate of the Faculty on 8 June 2017 with legislative and technical corrections in accordance with the reservations of the legislative committee of the Academic Senate of the University dated 23 May 2017.

¹⁷ Section 9(1b) point 2 of the Higher Education Act. This regulation was approved by the Academic Senate of Charles University on 23 June 2017.

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3. This regulation comes into effect on the first day of the academic year 2017/2018.

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Dean of the Faculty

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President of the Academic Senate of the University

Information on amendments

An amendment to the Rules for Evaluating Educational Activities by Students and Graduates of the Faculty of Arts of Charles University (first amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 8 November 2018. This amendment came into force on the day of its approval by the Academic Senate of Charles University. It was approved on 14 December 2018 (ref. no. 316/2018). The amendment to the regulation came into effect on the day following the day on which it came into force, i.e. 15 December 2018.

An amendment to the Rules for Evaluating Educational Activities by Students and Graduates of the Faculty of Arts of Charles University (second amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 16 April 2020. This amendment came into force on the day of its approval by the Academic Senate of Charles University. It was approved on 29 May 2020 (ref. no. 105/c/2020). The amendment to the regulation came into effect on 1 July 2020.

This consolidated version is a document intended for internal use only. The Legal Services office of the Dean's Office of the Faculty is responsible for its accuracy.