



ZÁPADOČESKÁ
UNIVERZITA
V PLZNI

Rector

Pilsen, 14 January 2019
ZCU 001446/2019

Rector's Directive 3R/2019

ASSESSMENT OF THE QUALITY OF RELATED ACTIVITIES AND ADDITIONAL ACTIVITIES

This Directive, in accordance with Article 79 (4) and 83 (4) of the Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities of the University of West Bohemia (hereinafter referred to as "PZK"), sets out details of the methodology and course of quality assessment of related activities and additional activities and the structure and particulars of reports on the interim and summary quality assessment of related activities and additional activities.

Pursuant to this Directive, the quality assessments of related activities carried out by other workplaces, special purpose facilities or the Rectorate Division of the University of West Bohemia (hereinafter UWB) is carried out.

Pursuant to this Directive, the quality assessment of additional activities carried out by UWB Parts is implemented.

PART ONE GENERAL PROVISIONS

Article 1 Basic Goals and Principles

- (1) The basic goal of assessing the quality of related activities and additional activities is to regularly analyse and evaluate information on meeting UWB's strategic objectives in the area of related activities and additional activities defined in the UWB strategy.
- (2) Another objective is to assess the prerequisites and conditions for the development of related activities and additional activities which will help to identify areas in need of improvement.
- (3) A basic principle in quality assessment is incorporating assessment results into the UWB strategy and into the evaluation of the quality of educational, creative and related activities.
- (4) A basic principle in quality assessment is also taking into account feedback from interested parties (service users).
- (5) Quality assessment is also part of the internal comprehensive quality assessment.
- (6) Quality assessment is carried out, above all, electronically via the UWB information system.

Article 2
Definition of Terms

For the purposes of this Directive:

- a) **Head** – Dean, Director of a University Institute, Director of another workplace or special purpose facility and Head of the Rectorate Division,
- b) **Related activities** – activities aimed at supporting educational, creative and additional activities in terms of technology, information, administration and otherwise. Related activities are ensured and organized, for the needs of the whole of UWB, by the University Parts in the position of another workplace or special purpose facility, and the Rectorate,
- c) **Additional activities** – activities specified in the Rector's Directive on Additional Activities.

PART TWO
**SUMMARY ASSESSMENT OF THE QUALITY OF RELATED AND
ADDITIONAL ACTIVITIES**

Article 3
Timetable for the Assessment

- (1) The summary assessment of the quality of related and additional activities is carried out according to the framework timetable contained in Annex 1.
- (2) The timetable for summary assessment of the quality of related and additional activities can be modified by the Rector on an ongoing basis provided the timetable change is made public in advance.

Article 4
**Preparation and Submission of the Summary
Assessment Report**

- (1) The Head of the relevant workplace prepares, once in five years, a report on the summary assessment of the quality of related activities and a report on the summary assessment of additional activities in the structure specified in Annex 2; by the deadline set in the timetable, he/she submits:
 - a) to the Rector, a report on the summary assessment of the quality of **related activities** through the relevant Vice-Rector, Bursar or the Rector's Office,
 - b) to the Bursar, a report on the summary assessment of the quality of **additional activities**.
- (2) The Quality Division (hereinafter referred to as the “QD”) provides methodological assistance to the Head.
- (3) The Head of the relevant workplace will continuously inform the Rector, through the relevant Vice-Rector, the Bursar or the Rector's Office, of the fulfilment of the obligation pursuant to Section 1 (a). The Head of the Finance Division (hereinafter referred to as the “FD”) must keep the Bursar informed of the fulfilment of the obligation referred to in Section 1 (b).
- (4) The Head prepares the Report on the summary assessment of the quality of related activities and the Report on the summary assessment of the quality of additional activities in the Czech language.

Article 5
Appointing an External Evaluator

- (1) In order to evaluate each report on the summary assessment of the quality of related activities or report on the summary assessment of the quality of additional activities, in terms of fulfilling the objectives and principles set out in Article 1, the Rector, the relevant Vice-Rector or the Bursar may appoint one or more external evaluators.
- (2) The output of the external evaluator's work will be an opinion on the report on the summary quality assessment, which, together with this report, forms part of the basis for the final assessment pursuant to Article 6.
- (3) The QD administers matters related to the appointment of external evaluators.
- (4) When appointing an external evaluator, the Rector, the relevant Vice-Rector or the Bursar will take into account, in particular, whether the professional activity of the person whose appointment is concerned in the relevant field is sufficiently demonstrated.

Article 6
Final Assessment

- (1) The final quality assessment shall be carried out by:
 - a) the Rector, for **related activities**; the final Rector's assessment contains a proposal for measures to remedy the identified shortcomings,
 - b) the Bursar, for **additional activities**; the final assessment of the Bursar contains a proposal for measures to remedy the identified shortcomings.
- (2) The Rector, and through him the Bursar, submits the final quality assessments, pursuant to Section 1, to the UWB Management, which discusses the final assessments and, based on the submitted proposals, determine measures to remedy the identified deficiencies.
- (3) The UWB Management inform, through the relevant Vice-Rector and the Bursar, the Head of the relevant workplace about the measures set to remedy the identified shortcomings.
- (4) The relevant Vice-Rector and the Bursar inform the UWB Management about the fulfilment of remedial measures.
- (5) The final assessment of the quality of **related activities**, including the assessment of the implementation of measures to remedy the identified deficiencies, is accessible to the relevant Study Field Board and to the Board for Internal Evaluation of UWB.
- (6) The final assessment of the quality of **additional activities**, including the assessment of the implementation of measures to remedy the identified deficiencies, is accessible to the Board for Evaluation of the Quality of Creative Activities and the Board for Internal Assessment of UWB.

PART THREE
**INTERIM ASSESSMENT OF THE QUALITY OF RELATED
ACTIVITIES AND ADDITIONAL ACTIVITY**

Article 7
Assessment Timetable

- (1) The interim assessment of the quality of related activities and additional activities is carried out according to the timetable set out in Annex 3.

- (2) The timetable of ongoing assessment of the quality of related activities and additional activities may be specified by the Rector on an ongoing basis, provided the timetable change is made public in advance.
- (3) The interim quality assessment **is carried out** also in the year when the summary quality assessment of related activities and additional activities is carried out.

Article 8

Preparation and Submission of the Report Regarding Interim Quality Assessment

- (1) The interim quality assessment of related activities and additional activities aims, in particular, at capturing substantial changes in the area of related activities and additional activities that have occurred since the last interim quality assessment and reporting on the implementation of any measures imposed to remedy identified shortcomings.
- (2) The Head prepares a report on the interim assessment of the quality of related activities and additional activities in the structure specified in Annex 4; he/she submits, by the date set by the timetable:
 - a) the report regarding the interim assessment of the quality of related **activities** to the Rector, through the relevant Vice-Rector, Bursar or the Rector's Office,
 - b) the report regarding the interim assessment of the quality of **additional activities** to the Bursar.
- (3) The report regarding the interim assessment of the quality of related activities and the report regarding the quality of additional activities are prepared by the Head in the Czech language.
- (4) The report regarding the **interim** assessment of the quality of related activities and the report regarding the **interim** assessment of the quality of additional activities **are not prepared** in the year when the report regarding the **summary** assessment of the quality of related activities and the report regarding the **summary** assessment of the quality of additional activities are prepared.

Article 9

Final Assessment

- (1) The final quality assessment is executed by:
 - a) the Rector, in the case of **related activities**; the final Rector's assessment contains a proposal for remedial measures,
 - b) the Bursar, in the case of **additional activities**; the final Bursar's assessment contains a proposal for remedial measures.
- (2) The Rector (through the relevant Vice-Rector, the Bursar or the Rector's Office) and the Bursar (via the FD) inform the relevant senior executive of the measures taken to remedy the identified deficiencies.
- (3) The respective Vice-Rector and the Bursar monitor the fulfilment of the measures to remedy the identified deficiencies and inform the person who proposed the measures to remedy the identified deficiencies pursuant to Section 1.
- (4) The final assessment of the quality of related activities, including the evaluation of the implementation of measures to remedy the identified deficiencies, is accessible to the relevant Study Field Board and the Board for Internal Evaluation of UWB.

- (5) The final assessment of the quality of additional activities, including the evaluation of the implementation of measures to remedy the identified deficiencies, is accessible to the Board for Evaluation of the Quality of Creative Activities and the Board for Internal Evaluation of UWB.

PART FOUR TRANSITIONAL AND FINAL PROVISIONS

Article 10 Transitional Provisions

- (1) The first summary quality assessment must be carried out by 31 December 2020 at the latest.
- (2) The first interim quality assessment will be carried out for the year 2019.

Article 11 Final Provisions

- (1) The procedures set out in this Instruction are available at: <http://procesy.zcu.cz>.
- (2) This Directive enters into effect on 15 January 2019.

Doc. Dr. RNDr. Miroslav Holeček

Annexes

- 1– Framework timetable for the summary quality assessment of related activities and additional activities
- 2a – Related activities quality assessment (summary/interim report)
- 2b – Additional activities quality assessment (summary report)
- 3 – Framework timetable for the interim quality assessment of related activities and additional activities
- 4 – Additional activities quality assessment (interim report)

Distribution list

- Rector's Board
- Bursar's Board

Responsible: VR-D, tel. 377 631 050

Framework Timetable for the Summary Quality Assessment of Related Activities and Additional Activities

The summary quality assessment of related activities and additional activities carried out in year n refers to related activities and additional activities carried out in years n-5 to n-1.

Date	Step	Executed by
30 March	Determination of the financial volume of related activities and additional activity	Head
	Determination of the number of invoiced orders	Head
	Determination of overdue receivables	Head
	Determination of the amount of penalties and contractual penalties paid and received	Head
		Head
	Determination of the number of cases of non-compliance with the contract terms in the prescribed structure	Head
	Processing Summary Report	Head
	Submission of the Summary Report to the Rector or the Bursar	Head
by 31 March	Final evaluation	Rector, Bursar ¹
by 15 April	Draft measures to remedy the identified deficiencies	FD/ Bursar
by 30 April	Consideration of the proposal and determination of measures to remedy the identified deficiencies	UWB Management
by 5 May	Transmission of information on the determination of measures to remedy the identified deficiencies to the Head of the University Part	Rector, Bursar
by 15 May	Publication of the Final Evaluation of the University Management and the University Part Management	Head
continuously	Monitoring of compliance with measures	Head
as part of the Interim Report for the year (n)	Report on implementation of measures	Head
within 14 days after submission of the Interim Report for the year (n)	Information on implementation of remedial measures for the UWB Management	Rector, Bursar

¹ The final assessment is carried out according to the Rector's Directive "Assessment of the Quality of Related Activities and Additional Activities" – Article 6 (1) a) **by the Rector and the Bursar for organizational units subordinate to the Bursar, b) by the Bursar.**

RELATED ACTIVITIES QUALITY ASSESSMENT

Other Workplace, Support Facility

Summary Assessment Report /Interim Assessment Report *

Evaluated period (year = n):	
Decisive date:	
Workplace:	

Financial volume in CZK				
actual (n-1)		actual (n)		plan (n+1)

Assessment of current state (n)

Goal	Performance indicator - definition	Plan	Actual	Responsibility
Output/outcome				
Activities/Processes				
Comment:				

Plan (n+1)

Goal	Performance indicator	Plan	Actual	Responsibility

Output/outcome				
Activities/Processes				

Comment:

Feedback from relevant interested parties (n)

Method for finding feedback	Outputs - summary:	Measures **

Comment:

In Pilsen, on:	
Prepared by:	

Opinion of person responsible for the matter (Bursar, Vice-Rector):

/* Delete non-applicable

/** Measures are also part of the plan for the following period

ADDITIONAL ACTIVITIES QUALITY ASSESSMENT			
Summary Report			
Evaluation period: (year of evaluation = n; n-5 to n-1)			
Decisive date:		31 December	
Workplace:			
Evaluation criteria			
Financial volume in CZK			
actual figures for the previous reporting		plan for the reporting period	actual figures for the reporting
Number of invoiced orders (number of receivables)			
Amount of overdue receivables*/			
up to 90 days (incl.)		over 90 days	
Number of contract partners			
active		newly acquired	
Number of cases of non-compliance with contract terms			
failure to meet the delivery date:			
number of received complaints:			
number of withdrawals:			
number of cancelled orders:			
Amount of penalties paid, contractual penalties in CZK		Amount of penalties received, contractual penalties in CZK	
Comment:			
In Pilsen, on:			
Prepared by:			

Explanation:

The evaluation carried out in year n refers to additional activities carried out in years n-5 to n-1

*/ data to be completed on the decisive date of the year (n-1); other data to be completed for the entire reporting period (n-5 to n-1)

1/ financial volume (IS Magion, turnover on selected accounts/ SÚ 6*/workplace/activity 9*

2/ number of orders billed (IS MAGION module RECEIVABLES)

3/ Number of overdue receivables (IS Magion, module RECEIVABLES / Receivables from companies / Year / overdue / status: unpaid / workplace / activity 9 *) as of decisive date broken down to 90 days and over 90 days

4/ number of contractual partners: active = in the evaluated period, min. 1 invoiced order; source IS Magion, module RECEIVABLES; newly acquired = dtto; source: own records)

5/ number of cases of non-compliance with contractual conditions (see Interim Reports for the previous period)

6/ amount of penalties paid, contractual penalties (IS Magion / workplace / activity 9 * /SÚ 541 and 542)

7/ amount of penalties received, contractual penalties (IS Magion / workplace / activity 9 * /SÚ 641 and 642)

Framework Timetable for the Interim Quality Assessment of Related Activities and Additional Activities

Date	Step	Executed by
30 March	Determination of financial volume of related and additional activities	Head
30 March	Determination of the number of invoiced orders	Head
30 March	Determination of the number of overdue receivables	Head
30 March	Determination of the amount of penalties and contractual penalties paid and received	Head
30 March	Determination of the number of contractual partners	Head
30 March	Determination of the number of cases of non-compliance with the contract terms in the prescribed structure	Head
30 March	Determination of financial volume of related and additional activities	Head
by 15 April	Processing of the Interim Report	Head
by 15 April	Submission of the Interim Report to the Rector and the Bursar	Head
by 30 April	Final evaluation and proposal of measures to remedy the shortcomings identified	Rector, Bursar
by 5 May	Transmission of information on the determination of measures to remedy the identified deficiencies to the Head of the relevant University Part	Rector, Bursar
by 15 May	Publication of the Final Assessment to the relevant Study Field Board, the Board for Quality Assessment of Creative Activities and the Board for Internal Evaluation of UWB	Head
on an ongoing basis	Monitoring the fulfilment of the measures and a report on their fulfilment for the Rector and the Bursar	Relevant Vice-Rector, the F D

ADDITIONAL ACTIVITY QUALITY ASSESSMENT			
Ongoing report			
Reporting period (year = n) */:			
Decisive date:		31 December	
Workplace:			
Evaluation criteria			
Financial volume in CZK			
actual (n-1)		plan (n)	actual (n)
Number of invoiced orders (number of receivables)			
Number/amount of overdue receivables			
up to 90 days (incl.)		over 90 days	
Number of contract partners			
active		newly acquired	
Number of cases of non-compliance with contract terms			
failure to meet the delivery date:			
number of received complaints:			
number of withdrawals:			
number of cancelled orders:			
Amount of penalties paid, contractual penalties in CZK		Amount of penalties received, contractual penalties in CZK	
Comment:			
Report on implementation of remedial measures from previous evaluations:			
In Pilsen, on:			
Prepared by:			

Explanation:

*/ The evaluation is carried out in year (n+1) and refers to additional activities carried out in year (n)

1/ financial volume (IS Magion, turnover on selected accounts/ SÚ

6*/workplace/activities 9*

2/ number of orders billed (IS MAGION module RECEIVABLES)

3/ Number of overdue receivables (IS Magion, module RECEIVABLES / Receivables from companies / Year / overdue / status: unpaid / workplace / activity 9 *) as of decisive date broken down to 90 days and over 90 days

4/ number of contractual partners: active = in the evaluated period, min. 1 invoiced order; source IS Magion, module RECEIVABLES; newly acquired = dtto; source: own records)

5/ number of cases of non-compliance with contractual conditions (source: our own records)

6/ amount of penalties paid, contractual penalties (IS Magion / workplace / activity 9 * / SÚ 541 and 542)

7/ amount of penalties received, contractual penalties (IS Magion / workplace / activity 9 * / SÚ 641 and 642)