

Rector's Directive No. 56/2017

Title: **Structure of the Report on the Progress of the Evaluation of Educational Activities by Students and Graduates at the Faculties of Charles University**

To implement: Article 8 (4) of the Code of Rules for Educational Activities Evaluation by Students and Graduates of Charles University

Effect: **1 October 2017**

Structure of the Report on the Progress of the Evaluation of Educational Activities by Students and Graduates at the Faculties of Charles University

Article 1 – Binding Structure of the Report

The report on the progress of the evaluation of educational activities by students and graduates at the faculties of Charles University ("the report"), which is submitted by the dean to the academic senate of the faculty and the Rector under Article 8 (4) of the Code of Rules for Educational Activities Evaluation by Students and Graduates of Charles University ("the Code"), consists of the following parts:

- a. I. Evaluation of teaching in bachelor's and master's programmes of study;
- b. II. Evaluation of teaching in doctoral programmes of study;
- c. III. Other evaluations of educational activities;
- d. IV. Changes in evaluation of educational activities.

Article 2 – Evaluation of teaching in bachelor's and master's programmes of study

Part I contains a brief description of the evaluation of teaching in bachelor's and master's programmes of study¹ offered in the given academic year which includes in particular:

- a. Specification of the relevant internal regulation of the faculty or dean's directive providing the details for the evaluation under Article 4 (17) of the Code;
- b. Responsibility for the implementation of the evaluation (e.g., a vice-dean, commission appointed, academic senate of the faculty, etc.);
- c. Content of the evaluation under Article 4 (4) of the Code;

- d. Form in which data are collected under Article 4 (9) of the Code;
- e. Frequency of the data collection under Article 4 (3) of the Code;
- f. Return rate of the questionnaires under Article 4 (12) of the Code stating either:
 - 1. The ratio of the number of questionnaires returned in the evaluation to the total number of students enrolled in subjects of bachelor's and master's programmes of study; or
 - 2. Number of subjects of bachelor's or master's programmes of study in which an evaluation was performed, the average return rate of the questionnaires, and the median return rate;
- g. Mode, form of processing, and assessment of the results;
- h. The principal results of the evaluation and consideration of the results in educational activities of the faculty under Article 8 (2) and (3) of the Code;
- i. The manner of discussion of the results of evaluation with the teachers and heads of units under Article 8 (3) of the Code;
- j. Availability of the results for students, teachers, heads of units (how the availability of results is ensured, manner of sharing and presentation of results) under Article 4 (13) of the Code.

Article 3 – Evaluation of teaching in doctoral programmes of study

- 1. Part II contains a brief description of the evaluation of teaching in doctoral programmes of study² offered in the given academic year, if the evaluation was carried out in the given academic year; otherwise the faculty states when such evaluation was last carried out.
- 2. The provisions of Article 2 apply with the necessary modifications to the structure of this part of the report.

Article 4 – Other evaluation of educational activities

Part III of the report contains brief descriptions and the main results of other evaluations of educational activities if carried out at the faculty in the given academic year, for example:

- a. Evaluation of ensuring study and other related supporting activities under Article 6 of the Code;
- b. Evaluation of study by graduates under Article 7 of the Code;
- c. Other evaluations of teaching and quality of study at the faculty for the given academic year (for example evaluation of curricula, opinions on faculty-wide topics, etc.).

Article 5 – Changes in evaluation of educational activities

Part IV contains a brief description of the fundamental changes in organisation as well as the manner of processing and assessment of results of evaluation of educational activities by students and graduates at the faculty compared to the status described in the preceding report, or any such changes planned.

Article 6 – Final Provisions

1. This directive becomes effective on 1 October 2017.
2. The Rector's Directive No. 48/2015 is repealed on the date of effect of this directive.

In Prague on 26 July 2017

Prof. MUDr. Tomáš Zima, DrSc., MBA
Rector

Footnotes

- ¹ Article 4 of the Code.
- ² Article 5 of the Code.