

TEACHING EVALUATION - ANNOUNCEMENT OF GOLDEN COURSES AT FSV UK

DIRECTIVE S_SO_004		
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Issued by Dean's Measure: 19/2023		
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Related regulations and documents: Regulations for Evaluation of Educational Activities by Students and Graduates of Charles University		
Repealed regulations: OD 39/2018 Amendment of the Dean's Measure no. 23/2018 Teaching Evaluation at FSV UK, Announcement of the Best "Golden Courses" OD 23/2018 Teaching Evaluation at FSV UK		
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Appendices:		
Brief summary of the regulation: The method of evaluating teaching in bachelor's, post-bachelor's, and doctoral study programmes by students of FSV UK		
Discussed with AS FSV UK: Not requested	Approved by AS FSV UK: Not requested	Discussed with trade unions: Not requested
Discussion with or approval by another body: Not requested		
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Issued by: PhDr. JUDr. Tomáš Karásek, Ph.D., Dean of the Faculty		

Part I – Information about the Regulation

1. Reasons for and Explanation of the Changes

Content of the change	Point
Transformation of a measure into a directive	

Adjustment of remuneration for teaching assistants	7.3.
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2. Purpose and Scope of the Measure

This measure regulates the method of evaluating teaching in bachelor's, post-bachelor's study programmes (hereinafter referred to as "undergraduate study") and doctoral study programmes (hereinafter referred to as "DSP") by students of FSV UK (hereinafter referred to as "teaching evaluation") and specifies certain details of Articles 4, 5 and 6 of the Regulations for Evaluation of Educational Activities by Students and Graduates of Charles University (hereinafter referred to as "Evaluation Regulations of Charles University") dated 14 December 2016.

Part II – Basic Terms

3. Definition of Terms

- 3.1. An applicant for study becomes a **student** on the date of enrolment. Enrolment takes place at the faculty that implements the respective study programme within the time limit set by the Dean of that faculty. A person whose studies have been interrupted becomes a student on the date of re-enrolment. A person ceases to be a student on the date of termination of studies in accordance with § 55 para 1 and § 56 paras 1 and 2 or interruption of studies in accordance with § 54 of Act No. 111/1998 Coll., Act on Universities and on Amendments and Supplementations to Other Acts (the Act on Universities). For the purposes of this measure, participants in Lifelong Learning and students of the University of the Third Age are also defined as students.
- 3.2. **The semester** is governed by the currently valid academic calendar issued by the Dean. Each semester is followed by an examination period, the length of which is determined by the Dean. Any unplanned changes in the learning part of the semester are determined by the Dean by a decree posted on the official notice board of the Faculty.
- 3.3. **The academic year** lasts 12 calendar months. Its beginning is determined by the Rector. The academic year is divided into winter semester, summer semester, and holidays. The Rector determines the beginning of the semesters and holidays.
- 3.4. **The vice-dean** responsible for a particular type of study is also responsible for the implementation of teaching evaluation in that given type of study.

Part III – Undergraduate Teaching at FSV UK

4. Scope of Evaluation of Undergraduate Teaching

- 4.1. Evaluation of undergraduate teaching is carried out in each semester of the academic year.
- 4.2. Evaluation of undergraduate teaching concerns all courses (compulsory, elective, and optional) taught in a given semester.
- 4.3. All students enrolled in undergraduate courses taught at FSV UK (hereinafter referred to as "student") may participate in the evaluation of undergraduate teaching. Each student may evaluate a course only once in a given semester.

4.4. The teaching of each undergraduate course is evaluated only once per semester.

5. Form of Evaluation of Undergraduate Courses

5.1. Evaluation of undergraduate teaching is carried out electronically through an evaluation questionnaire.

5.2. An anonymous form of evaluation must be ensured in the evaluation of undergraduate teaching. It is possible to record whether the student has participated in the evaluation, but not the nature of the evaluation.

5.3. Evaluation of undergraduate teaching takes place on the dates set out in the Academic Calendar.

5.4. The Vice-Dean for Student Affairs is responsible for the preparation of evaluation questionnaires for undergraduate teaching.

5.5. The evaluation questionnaire generally includes

5.5.1. general questions evaluating the quality of teaching of the given course,

5.5.2. evaluation of pedagogical activities of individual teachers,

5.5.3. written comments.

6. Evaluation of Data Related to Undergraduate Teaching

6.1. Assessment of the evaluation of undergraduate teaching will be carried out by the Vice-Dean for Student Affairs in cooperation with the staff of the Student Services Office. The Vice-Dean for Student Affairs communicates the results to the members of the Dean's Collegium and the Academic Senate of FSV UK.

6.2. Aggregate results of the teaching evaluation are posted on the website no later than one month after the end of the data collection.

7. Award of the Best “Golden Courses”

7.1. Following the teaching evaluation at the faculty, the Golden Course is announced each semester as the best course:

7.1.1. at the bachelor's degree level at each institute,

7.1.2. at the post-bachelor's degree level at each institute,

7.1.3. within the Language Centre,

i.e. a total of eleven top-evaluated courses for the institutes and the Language Centre.

7.2. The results of the evaluation for the best courses - Golden Courses - are announced at the meeting of the Academic Senate of the Faculty.

7.3. The teacher of the Golden Course is entitled to a remuneration of CZK 5,000 and the head of the seminar teaching of the Golden Course is entitled to a remuneration of CZK 1,000. Teaching

assistants who are listed in the Study Information System (SIS) as course teachers are entitled to a remuneration of CZK 500.

- 7.4. Where more than one staff member is involved in teaching a course or seminar, the remuneration is divided between them proportionately.
- 7.5. Remunerations are payable in the month following the month in which the Golden Courses were announced.
- 7.6. Payment of remuneration is administered by the Human Resources Office on the basis of documents from the Student Services Office, with the exception of the payment of scholarships, which is administered directly by the Student Services Office; other administration is handled by the Student Services Office of the Dean's Office together with the Vice-Dean for Student Affairs.

Part IV – Doctoral Study Programmes

8. Teaching Evaluation in Doctoral Study Programmes

- 8.1. Teaching evaluation in DSP is carried out at least once every two years. The Vice-Dean for Doctoral Studies and Other Forms of Education is responsible for its implementation.
- 8.2. An anonymous form of evaluation must be ensured in the teaching evaluation in DSP. It is possible to record whether the student has participated in the evaluation, but not the nature of the evaluation.
- 8.3. Teaching evaluation in DSP takes place on the dates set out in the Academic Calendar.
- 8.4. The Vice-Dean for Doctoral Studies and Other Forms of Education is responsible for the preparation of evaluation questionnaires for teaching in DSP.
- 8.5. The evaluation questionnaire generally includes
 - 8.5.1. evaluation of the conditions for research activities,
 - 8.5.2. evaluation of activities of supervisors,
 - 8.5.3. general questions evaluating the quality and benefits of courses taken in DSP,
 - 8.5.4. evaluation of administrative support for doctoral studies,
 - 8.5.5. written comments.
- 8.6. Assessment of the teaching evaluation in DSP will be carried out by the Vice-Dean for Doctoral Studies and Other Forms of Education in cooperation with the staff of the Student Services Office. The Vice-Dean for Doctoral Studies and Other Forms of Education communicates the results to the members of the Dean's Collegium and the Academic Senate of FSV UK.

Part V – Lifelong Learning

9. Teaching Evaluation Within Lifelong Learning

- 9.1. Teaching evaluation within lifelong learning is carried out in each semester of the academic year.

- 9.2. Evaluation concerns all courses taught in a given semester.
- 9.3. All learners enrolled in the courses offered within lifelong learning at FSV UK (hereinafter referred to as "learner") may participate in the teaching evaluation. Each learner may evaluate a course only once in a given semester.
- 9.4. The teaching of each course is evaluated only once per semester.
- 9.5. The evaluation is carried out in the form of paper questionnaires.
- 9.6. An anonymous form of evaluation must be ensured in the evaluation. It is possible to record whether the student has participated in the evaluation, but not the nature of the evaluation.
- 9.7. Evaluation takes place on the dates set out in the Academic Calendar.
- 9.8. The Vice-Dean for Doctoral Studies and Other Forms of Education is responsible for the preparation of evaluation questionnaires for teaching within the framework of lifelong learning.
- 9.9. The evaluation questionnaire generally includes
 - 9.9.1. general questions evaluating the quality of teaching of the given course,
 - 9.9.2. evaluation of pedagogical activities of individual teachers,
 - 9.9.3. written comments.
- 9.10. Assessment of the teaching evaluation in lifelong learning will be carried out by the Vice-Dean for Doctoral Studies and Other Forms of Education in cooperation with the staff of the Student Services Office. The Vice-Dean for Doctoral Studies and Other Forms of Education communicates the results to the members of the Dean's Collegium and the Academic Senate of FSV UK.