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# People and operational areas (contacts)

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Within the Rector's Office, the Department for the Quality of Education and Accreditation is the responsibility of the **Vice-Rector for the Conception and Quality of Education, Associate Professor MUDr. Jan Polák, Ph.D., MBA**. In case of need, you can contact him at: [quality@vicerektor.cuni.cz](mailto:quality@vicerektor.cuni.cz)

If you have any issues concerning routine operational areas you can contact individual members of staff at the department as listed below..

## Department staff and their operational areas

- [Head of Department](#)
- [Department Secretary](#)
- [Secretary of the CU Internal Evaluation Board](#)
- [Assurance and development of the quality of education](#)
- [Accreditation of degree programmes](#)
- [Evaluation of degree programmes and data analyses](#)
- [Interuniversity studies](#)
- [Legal and methodological support](#)

### Head of Department

<b>Mgr. Jakub Homolka, Ph.D.</b>	
Email:	<a href="mailto:jakub.homolka@ruk.cuni.cz">jakub.homolka@ruk.cuni.cz</a>
Phone:	+420 771 280 683

If you have any queries or complaints regarding the functioning of our department, or if you require assistance with anything that is beyond the remit of our operational areas, you can contact the Head of Department directly. All observations are welcome, including critical ones.

### Department Secretary

<b>Bc. Eva Šatníková</b>	
Email:	<a href="mailto:eva.satnikova@ruk.cuni.cz">eva.satnikova@ruk.cuni.cz</a>
Phone:	+420 224 491 685

You can contact our secretary regarding all operational and organisational issues connected with the routine functioning of the department, including the records management system. The secretary also oversees some administration within SIS.

### Secretary of the CU Internal Evaluation Board

<b>Mgr. Eva Beranová</b>	
Email:	<a href="mailto:eva.beranova@ruk.cuni.cz">eva.beranova@ruk.cuni.cz</a>
Phone:	+420 224 491 685

<b>Mgr. Eva Bradová</b>	
Email:	<a href="mailto:eva.bradova@ruk.cuni.cz">eva.bradova@ruk.cuni.cz</a>
Phone:	+420 224 491 576

The secretary of the Internal Evaluation Board administers all steps of communication between the faculties and the CU Internal Evaluation Board, so don't hesitate to contact her if, for example, you want to submit an application for accreditation, a report or a remedial measure and you aren't sure what the correct administrative procedure is.

### Assurance and development of the quality of education

<b>Mgr. Jakub Homolka, Ph.D.</b>	
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Email:	jakub.homolka@ruk.cuni.cz
Phone:	+420 224 491 385

Don't hesitate to contact us if you have any general questions concerning our internal quality management system for degree programmes and our department's role in it, including the University's activities within the 4EU+ alliance. If, however, you have specific queries concerning accreditation, evaluation or the preparation of joint (international) degree programmes, contact the staff listed below directly.

### Accreditation of degree programmes

<b>Mgr. Eva Jogheevá</b>	
Email:	eva.jogheeva@ruk.cuni.cz
Phone:	+420 224 491 673

<b>Mgr. Hana Kubecová</b>	
Email:	hana.kubecova@ruk.cuni.cz
Phone:	+420 224 491 673

Our accreditation system is here for you if you need any methodological support with the preparation of accreditation for degree programmes. You can also contact us if you have any queries about implementation, and especially concerning changes to already accredited programmes.

### Evaluation of degree programmes and data analyses

<b>Mgr. Václav Müller</b>	
Email:	vaclav.muller@ruk.cuni.cz
Phone:	+420 770 137 669

<b>Bc. Pavel Žák</b>	
Email:	pavel.zak@ruk.cuni.cz
Phone:	+420 224 491 288

Should you have any queries concerning the evaluation process for degree programmes, including queries concerning the SIS Evaluation module itself, don't hesitate to contact our staff. You can also consult them if you require assistance with gathering or analysing data associated with the operation of degree programmes.

### Interuniversity studies

<b>Mgr. Jan Potoček</b>	
Email:	jan.potocek@ruk.cuni.cz
Phone:	+420 224 491 532

<b>Mgr. Tomáš Hodač</b>	
Email:	tomas.hodac@ruk.cuni.cz
Phone:	+420 224 491 264

<b>Mgr. Barbora Čapinská, Ph.D.</b>	
Email:	barbora.capinska@ruk.cuni.cz
Phone:	+420 224 491 661

In the interuniversity studies operational area, we oversee all methodological support associated with the preparation of joint international degree programmes, including within the 4EU+ alliance. We are also available for the preparation of contracts for the joint supervision of dissertations (cotutelle).

### Legal and methodological support

<b>Mgr. Jana Peková</b>	
Email:	jana.pekova@ruk.cuni.cz
Phone:	+420 224 491 660

We provide assistance in the interpretation of laws and regulations connected with the department's operational area, and also take an active role in the revision and creation of these documents.

### **Project support**

<b>Ing. Kateřina Frýdová, MPA</b>	
Email:	katerina.frydova@ruk.cuni.cz
Phone:	+420 224 491 148

Provides comprehensive administrative support for ESF+ project at Charles University within the framework of activities covered by the department.

If you can't find the person you're looking for in this list, a complete contact list can be found in the [Whols system](#) .

Page Admins: Jakub Homolka (texts), Pavel Žák (contacts)