

RETENTION POLICIES OF THE UNIVERSITY OF ECONOMICS AND MANAGEMENT

The Retention Policies provide details on the systematic process of student support during course of studies and on closure of studies in accredited study programmes at the University of Economics and Management.

The Retention Policies are an internal regulation of the University of Economics and Management (hereinafter "VŠEM").

Article 1 Introductory Provisions

1. The Retention Policies of the University of Economics and Management (Vysoká škola ekonomie a managementu, a.s., hereinafter "VŠEM") is an internal regulation of VŠEM which defines process and methods of student support during course of study in all study programs.
2. VŠEM's goal is to retain students and help them in the course of study in all possible ways. The responsibility of student retention lies on the following departments and heads of the departments:
 - a) Information and Advisory Centre
 - b) Development Centre
 - c) Educational departments
 - d) Rectorate
3. Each department responsible for student retention collects data on number of students who underwent any advisory or consultation, together with report on suggestions and outcomes from this session. All data are collected and discussed by Academic Council, Council of Internal Quality Assessment and management of VŠEM periodically at least once per academic year. All data are further analysed and reported in Quality Assurance Report of the quality of educational, creative and related activities of the university.

Article 2 Definition of Threatened Students

1. Each new student in the first year of study will be contacted by Information and Advisory Centre within the first three months of study and personal meeting will be set. The meeting will address motivation to study of each student and his/her expectations.
2. Each student who has no exams passed within past 10 months will be invited for a personal meeting at Information and Advisory Centre. A report will be made from the meeting together with description of suggestions and actions taken.
3. Each student who has issues with passing exams or seminar work/paper in past 10 months will be invited for a personal meeting at Information and Advisory Centre. A report will be made from the meeting together with description of suggestions and actions taken.
4. Each student who prolong his/her study period will be invited for a personal meeting at Information and Advisory Centre. A report will be made from the meeting together with description of suggestions and actions taken.
5. Each student who is re-starting his/her study after any break (maternity leave or other reasons) will be invited for a personal meeting at Information and Advisory Centre. A report will be made from the meeting together with description of suggestions and actions taken.

Article 3 Actions in Retention Program

1. During the meeting with threatened student, one or several of the following actions will be provided:
 - a) Setting another control meeting at Information and Advisory Centre
 - b) Transfer to Development Centre

- c) Assignment of a mentor
- d) Assignment of a consultant or supervisor
- e) Transfer to specific educational department for consultation
- f) Plan for periodical meetings at Advisory Centre
- g) Individual study plan
- h) Assignment of buddy (experienced student)
- i) Suggestion for specific courses or specialization
- j) Suggestion of extracurricular activities
- k) Repetition of part(s) of studies
- l) Interruption of Studies
- m) Transfer to other form of studies (full-time, part-time, distance or online)

Article 4
Data Processing and Action Plans

1. Data from each student are evaluated and results generalized, and addressed firstly at management level and then with teachers and guarantors and course instructors. Deviating values and problems have to be solved by intervention into the specific area. The possible actions shall be:
 - a) Partial changes in study plan
 - b) Additional Introductory courses
 - c) Redesign of retention and study processes
 - d) Redesign of student advisory
 - e) Redesign of relations and reporting between student and supervisors
 - f) Redesign of teaching techniques
 - g) Further education on teaching skills and methods of teachers
 - h) Redesign of course of study
 - i) Redesign of teachers within the study plan or subjects
 - j) Redesign of control of studies and exams
 - k) Redesign of control of learning outcomes
2. Every year, all results on student retention have to be published within the Quality Assurance report or it's Appendix.

Article 5
Common and Concluding Provisions

1. All data associated with the retention of a student are recorded and archived in SIS.
2. This Regulation is in effect since October 30, 2019.

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