



## COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

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### **Ordinance of the Rector issuing Standards for Accreditation and Implementation of Degree Programmes at the University of South Bohemia in České Budějovice**

#### **PART ONE General Provisions**

##### **Article 1 Introductory Provisions**

Under Article 2 (4) and Article 22 (5) of the Rules of Quality Assurance System for Educational, Creative and Related Activities of the University of South Bohemia in České Budějovice (the "Rules") I hereby issue the following Standards for Accreditation and Implementation of Degree programmes at the University of South Bohemia in České Budějovice (hereinafter referred to as the "Standards") implementing Government Regulation no. 274/2016 Coll., On Standards for Accreditation in Higher Education (hereinafter referred to as "Government Regulation"), Part One, Chapter A, Section VI, (2).

##### **Article 2 Scope of the Ordinance**

- (1) These Standards set the requirements for:
  - a) preparation and approval of degree programmes within the field or fields of education for which the University of South Bohemia in České Budějovice (hereinafter referred to as "USB") has been granted institutional accreditation, as well as for preparation and approval of other degree programmes,
  - b) implementation of degree programmes within the field or fields of education for which the USB has been granted institutional accreditation, as well as for realization of other degree programmes.
- (2) These Standards also serve as an evaluation standard for monitoring and evaluation of compliance with the requirements on degree programmes under Part One, Chapter A, Section VI, paragraph 3 of the Government Regulation and generally in ensuring and evaluating the quality of educational activities at the USB in accordance with the Rules.
- (3) This Ordinance also sets out the structure of the grounding documents demonstrating fulfilment of individual requirements for approval of degree programmes and continuous monitoring of the requirements fulfilment within the implementation of the degree programme.





## PART TWO INSTITUTIONAL ENVIRONMENT REQUIREMENTS

### Article 3

#### Quality Assurance System for Educational, Creative and Related Activities

- (1) Processes for establishment, approval, and change of proposals of degree programmes are governed by the Rules and these Standards. In accordance with the Rules and Standards, the Faculties may specify these processes by other internal regulations published in a publicly accessible part of their website.
- (2) At the Faculty level are appointed responsible persons and relevant panels in accordance with Articles 4 to 11 of the Rules along with their competencies and responsibilities for the quality of educational activities, scientific and research, development and innovation, artistic or other creative activities (hereinafter referred to as "creative activities ") and the related activities in such a way so as to form a functional body.
- (3) If the Faculty intends to evaluate fulfilment of conditions for admission to studies in degree programmes under the provisions of Section 48 (d) or Section 48 (5) c) of Act no.111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended (hereafter "Act"), this shall be governed by the framework rules, principles and procedures set out in the relevant Rector's Ordinance. In accordance with them, the internal regulations of the Faculty shall specify the rules, principles and process of assessing the fulfilment of the required previous education for the given degree programme or for several degree programmes together.
- (4) For degree programmes to be implemented in cooperation with a foreign higher education institution pursuant to Section 47a of the Act, the validity of the foreign accreditation or other form of recognition of the content related foreign higher education programme is documented under the jurisdiction of the home state of the foreign university, alternatively the foreign higher education institution's application for accreditation or recognition shall be attached; the relevant jurisdiction of the home state of a foreign higher education institution shall be specifically determined.
- (5) Faculties must ensure they have adopted sufficient measures to ensure the quality of the Graduation Theses with respect to the type and profile of the degree programme and systematically take care of the quality of the defended Graduation and Advanced Master's Theses. Pursuant to Article 27 (10) and Article 43 (2) of the Study and Examination Regulations of USB, Faculties shall stipulate requirements for supervision of these theses and qualification requirements for graduation or Advanced Master's Theses Supervisors and shall determine the highest number of Graduation or Advanced Master's Theses that can be supervised by one person.
- (6) In relation to each current degree programme, Faculties must be able to demonstrate their implemented feedback processes used for assuring and evaluating the quality of educational, creative and related activities in accordance with the Rules. By feedback processes are particularly meant questionnaires and quantitative and qualitative surveys involving members of the academic staff, students, professional chambers, professional associations or associations of employers or other experts from practice are involved in these processes on a representative level, taking into account the types and appropriate profiles of degree programmes.
- (7) The USB monitors the success rate at the admission procedure, drop-out rate in the degree programme, rate of completion of studies of each degree programme and the rate of graduate employment. Faculties shall ensure that these data are properly recorded in the degree programme





information system (IS STAG) and, if necessary, provide the USB Rectorate with appropriate co-operation when monitoring these indicators.

- (8) Faculties apply an effective strategy for the personnel development of the academic staff and incentives for this development; supports academics in the use of lifelong learning opportunities provided by the USB or by external institutions.

#### **Article 4**

##### **Educational, Creative and Related Activities**

- (1) Faculties shall ensure that the educational activities are functionally related to the creative activities corresponding to the relevant field (s) of education and based on current knowledge, in an international context and relevant to the type and profile of the degree programme.
- (2) Faculties use university mechanisms to support foreign mobility of students and academics and create conditions to enable realization of foreign mobility.
- (3) Foreign mobilities of students and academic staff members take place at the Faculties. Courses taught in foreign languages or degree programmes implemented in foreign languages are offered.
- (4) Faculties, depending on the type and profile of their degree programmes, make use of the mechanisms for promoting cooperation with practice (in particular scholarships under Articles 4, 5, 7 and 9 of the USB Scholarship and Bursary Regulations) and develop co-operation with practice, in particular by providing practical training, supervision of the practical training of students at contractual workplaces, supporting assignment of Graduation Theses relevant to the needs of the practice, involving experts from practice in the educational process, communicating with professional chambers, professional associations, employers or other experts from practice, identifying their expectations and requirements for graduates of degree programmes and taking into account the outputs of this communication when designing the profile of a graduate of the degree programme, the standard curricula and learning outcomes (expected learning outcomes) for courses.
- (5) If the degree programmes are or are to be implemented in cooperation with workplaces of the Academy of Sciences of the Czech Republic, the implementation of the degree programmes must be based on agreements with the Academy of Sciences of the Czech Republic and its workplaces holding the status of a public research institution which will participate in the provision of the programme. Cooperation with any other higher education institution will follow an analogous procedure.

#### **Article 5**

##### **Material, Support and Information Resources**

- (1) Faculties have adequate material resources and equipment for the realization of their degree programmes (teaching infrastructure, teaching and study premises, equipment of lecture rooms and laboratories with aids and laboratory and teaching equipment corresponding to the type and potential profile of the degree programme and the number of students, including the provision of practical lessons outside the premises of the USB). Upon a request from the Internal Evaluation Board, they are able to document the current capacities or to explain how a new degree programme will be integrated into the existing educational activities from the point of view of the intended number of students and the related material, financial and personnel resources. Faculties have allocated resources necessary for the ongoing costs of modernization of facilities and equipment, personnel costs, costs of further education of the academic staff and expenditures on innovation in their budget.





- (2) Faculties, in accordance with the Study and Examination Regulations of the USB and national qualifications frameworks, provide access to accurate and comprehensible information about degree programmes, study rules and study related requirements through IS STAG. The internal standards of the Faculty or the work description of the relevant Faculty staff members clearly identify who is responsible for proper and timely recording and provision of access to the following information in particular:
- a) name of the degree programme,
  - b) type of degree programme,
  - c) the academic degree awarded,
  - d) mode of study,
  - e) the field or fields of education in which the degree programme is to be carried out, in the case of a combined degree programme also the percentage of the basic thematic areas belonging to the individual educational fields in the teaching,
  - f) continuity with other types of degree programmes in the same or related field (s) of education,
  - g) the Guarantor of the degree programme,
  - h) study objectives including information on the profile of the graduate of the degree programme,
  - i) for Bachelor's or Master's degree programmes, the profile of the degree programme,
  - j) the standard length of study at the average study load expressed in academic years,
  - k) rules and conditions for creation of curricula expressed as one or more standard curricula and, where appropriate, the rules for selecting a standard curriculum or a combination of standard curricula,
  - l) syllabi of the courses taught specifying, in particular, the conditions governing the student's eligibility to enrol in the course (prerequisites, contraindications, recommended previous courses and other possible recommendations), the form and extent of teaching, language of instruction, name of the course Guarantor, name of the Teacher, study requirements or other types of study support including references to external sources of information and study support in the form of an e-learning course, etc., student requirements setting the conditions for completion of the course, the method of study results evaluation including assessment criteria and the credit value of the course, or other means of expressing the total study load,
  - m) the conditions to be fulfilled by the student during their studies in the degree programme and criteria for its proper completion, including the content of the state examinations and, where appropriate, the length and nature of the practical training to be completed during the course of study,
  - n) requirements for admission to study in the degree programme, including any health eligibility requirements for studies,
  - o) a framework description of the graduate employment possibilities and the typical positions the graduate will be able to hold.
- (3) If some student requirements of a degree programme that have to be completed during the course of study or for its due completion are common for several degree programmes implemented at the Faculty, or if there are technical difficulties in publishing these requirements, these requirements can be described by an internal standard of the Faculty, while the description of the degree programme in IS STAG shall contain a reference to these requirements or a reference to this internal standard.





- (4) The study literature as well as teaching resources and sets of information that replace the student's direct learning ("study support") stated in the course requirements reflect the current state of knowledge.
- (5) Basic (compulsory) literature for each course is available to students either in paper form or through electronic databases within the university network. Compulsory literature in electronic form and other electronic study support material and study resources that are part of the study requirements are accessible to students enrolled in the course by a direct link from the syllabus of the course in IS STAG.
- (6) The internal standard of the Faculty or the job description of the relevant staff members of the Faculty clearly stipulates which particular persons are responsible for checking the fulfilment of the requirements stipulated in paragraphs 2 to 4 and for negotiating a remedy in the case of identified deficiencies. Unless the internal standard of the Faculty stipulates differently, the Guarantor of the course is responsible for the information about the course and is the Guarantor of the degree programme is responsible for the information about the degree programme. Unless the internal standard of the Faculty stipulates differently, the Head of the relevant Department or Institute is responsible for remedying the deficiencies identified at the level of the course and the Faculty Quality Coordinator is responsible for correcting the identified deficiencies at the level of the degree programme.
- (7) Faculties provide information and advisory services related to the studies and graduates' employment opportunities to applicants, students and other persons, in particular by publishing the relevant information on the public part of the Faculty's website and through the Study Department of the Faculty, the degree programme Guarantor and other Faculty staff according to their responsibilities and competencies set by the internal standard of the Faculty or their job description.
- (8) Faculties provide information to applicants for studies and students about University support services, in particular on the services of the Support Centre for Students with Special Needs, informs applicants of possible health eligibility conditions for study and in cooperation with the Support Centre for Students with Special Needs provides applicants and students with special needs fulfilling these conditions, accessible services, scholarships and other support in order to provide equal opportunities to study at the USB, in accordance with the provisions of the Study and Examination Regulations (in particular Articles 2 (4) and Article 12), the USB Scholarship Regulations and the relevant Rector's Ordinances.
- (9) Faculties use the whole University resources (especially the IS STAG and Theses.cz databases, the linking of LMS Moodle and the database of odevzdej.cz) and other ways to effectively protect intellectual property and against intentional behaviour breaching good morals during studies, especially against plagiarism and cheat during study. Disciplinary offenses of students are assessed by the Disciplinary Boards of the Faculties. Teachers' errors are assessed by the USB Ethics Committee.





## PART THREE REQUIREMENTS IMPOSED ON DEGREE PROGRAMMES

### Article 6

#### General Requirements for the Curriculum Content and Structure

- (1) In terms of type, form and appropriate profile, the degree programme is in compliance with the mission and strategic plan of the and other strategic documents of the USB.
- (2) Specialized knowledge and skills and general qualifications, which graduates of a degree programme acquire, are in compliance with the given type and appropriate profile of a degree programme.
- (3) General employment possibilities of graduates of a degree programme and typical positions that a graduate can occupy have been defined for a degree programme.
- (4) The standard length of studies corresponds with an average study load, content and objectives of study and profiles of a graduate of the degree programme.
- (5) The topics and focus of the graduation theses correspond to the profile of the graduate of the degree programme. The content and form of the state exam are adequate to verify whether the student's knowledge and skills are in line with the profile of the graduate of the degree programme.
- (6) The degree programme has at least one sample curriculum:
  - a) describing and explaining the structure of courses, i.e. the division of the courses into obligatory and elective, description of the structure of the obligatory blocks of optional courses and the rules or conditions of their selection, and further possibilities of study (implementation of foreign mobilities, possibility to include other courses in the degree programme in the form of a combination of multiple standard curricula, etc.)
  - b) describing the basic characteristics of each obligatory and elective course:
    - i. name of the course,
    - ii. the total amount of tuition hours per semester, with the distinction of the total number of hours of direct on-site lessons (lectures, seminars, practical classes, consultation, etc.) and direct distance learning (within an e-learning course, etc.)
    - iii. method of verifying the study results (credit, colloquium, examination),
    - iv. the credit assessment of the course in accordance with paragraph 12 or another method of expressing the total study load,
    - v. Guarantor of the course and other Teachers of the course if applicable (title, name and surname, share in the teaching),
    - vi. whether it is a basic theoretical course of a profiling base or another course of a profiling base.
- (7) The standard curricula included in the degree programme correspond to the objectives of the degree programme and enable the achievement of the profile of the graduate of the degree programme as specified.
- (8) Content of study in the degree programme corresponds with objectives of study and allows for achieving of a determined profile of a graduate of the degree programme. Curricula within the degree programme are designed for the students to demonstrate during the course of studies their ability to use the acquired expertise, skills and general competencies in at least one foreign language and to enable international student mobility.





- (9) The content and extent of any practical training and any other student's obligations are in compliance with the planned learning outcomes and profile of a graduate from the given degree programme.
- (10) Each course of the degree programme is described by a syllabus in accordance with Article 5 (2) letter l).
- (11) The content of provided courses, teaching methods and evaluation method are in compliance with the planned learning outcomes and profile of a graduate from the given degree programme and create a logical whole.
- (12) The USB uses the European Credit Transfer and Accumulation System ECTS. Each course of a Bachelor's or Master's degree programme is rated with a certain number of credits expressing the degree of study load needed to achieve the expected learning outcomes defined for the course (hereinafter referred to as "credit"). One credit corresponds to an average total study load ranging from 25 to 30 hours of student's work including direct tuition, self-study and other student activities that are conditional for meeting the requirements of the subject. One semester of standard study period corresponds to a total of 30 credits.
- (13) Teaching is geared to achieving learning objectives set to reach the stipulated graduate profile. Teaching is a functional link between the creative and pedagogical activities of academic staff with the learning and creative activities of students corresponding to the type and possible profile of the degree programme. Direct teaching means teaching where a student or students communicate with the teacher within timetabled lectures, seminars or practical classes, non-timetabled consultations, practical training supervision, direct distance learning (by asynchronous communication in the form of a discussion forum, comments on assignments, synchronous communications in real time, such as audio or video conferencing, chat, etc.). By self-study is understood the study activity of the students indirectly directed by the teacher by assigning certain study literature, study materials or teaching tasks (preparation for direct teaching, self-study, the development of individual and group tasks outside direct teaching, examination preparation, etc.).
- (14) Teaching is implemented in accordance with the syllabus; direct learning is functionally linked to self-study, teaching methods and organizational forms correspond to the teaching and learning objectives are used to support student learning activity and a responsible approach to study. Ratio of direct teaching and self-study is adequate to the degree programme, mode of study and the appropriate profile of a degree programme. The students are evaluated in accordance with the syllabus according to published criteria corresponding to the objectives of the study and allowing objective evaluation; In addition to summative assessment, formative assessment is also used enabling students to improve during their studies.

## Article 7

### General Requirements for Academic Staff of Degree Programmes

- (1) Guarantor of the degree programme is an academic staff member, who satisfies conditions stipulated in Section 44, paragraph 6, of the Higher Education Act, having adequate qualification in the given degree programme or in a degree programme of close or related content. Guarantor of the degree programme coordinates the content preparation of the degree programme, supervises the quality of its implementation, evaluates the degree programme and develops it in accordance with the Rules. The Dean of the Faculty appoints a Guarantor from among the academic staff of the USB. The total weekly working time of the Guarantor in the employment relationship under which they are employed at the USB is at least 40 hours, of which at least 20 hours are implemented at the Faculty where they are appointed as a Guarantor.





The Guarantor may be only an academic staff member whose employment or service relationship, by which they act as an academic at the USB or at other higher education institutions or at a foreign university or a domestic legal person pursuant to Section 93a of the Act, do not create a duty of performance of work or attendance in workplace in the total scope exceeding one half of weekly working hours determined pursuant to Section 79 of the Labour Code

- (2) One person may be the Guarantor of at most one Bachelor's degree programme and one Master's degree programme of the same, close or related content, or a Guarantor of at most one Master's degree programme and one Doctoral degree programme of the same, close or related content implemented in Czech language. The Guarantor may also be a Guarantor of a degree programme of the same content implemented in a foreign language.
- (3) The degree programme is provided by academic staff members or possibly other experts having adequate qualification to cover individual study courses.
- (4) Fundamental theoretical profile core courses of a degree programme have Guarantors, who take significant part in their teaching, for example with conducting of lectures.
- (5) Overall structure of academic staff members ensuring the degree programme corresponds from the point of view of qualification, age, length of weekly working hours and experiences from occupation abroad or in practice with the structure of a study plan, objectives and appropriate profile of the degree programme. Teachers implementing the degree programme have academic education acquired with graduating from at least the Master's degree programme or from its equivalent in a foreign higher education institution.
- (6) The number and scope of the weekly working hours of the academic staff providing the degree programme corresponds to the number of students and the requirements to provide the teaching in the volume corresponding to the objectives and content of the degree programme. The degree programme is adequately staffed in terms of the perspective of its development and realization in an adequate time horizon, especially with regard to the time for which the employment relationship of the Guarantors of the basic theoretical courses of the profiling base is negotiated.

## Article 8

### Requirements for Bachelor's Degree programmes with Professional Orientation

- (1) The Faculty demonstrates cooperation with the relevant practice of the given degree programme (contractual provision of student practical trainings, involvement of experts from practice in practical training supervision and in other teaching, projects of application research, surveys of graduates' employability, expectations and needs of potential employers, etc.).
- (2) An academic staff member, who was appointed a professor or appointed an associate professor or has a scientific academic degree "Candidate of Science" (abbreviated as "CSc.") or has education acquired with graduating from the Doctoral degree programme (hereinafter only "scientific academic degree"), or holds the functional position of an Extraordinary Professor at the USB is a Guarantor of the Bachelor's degree if the degree programme is organised in the field of education for which the USB was awarded institutional accreditation.
- (3) The Guarantor of the degree programme is an academic staff member with a professional qualification related to the given Bachelor's degree programme or a degree programme of a close or related content who has within the last five years pursued a creative activity corresponding to the area (s) of education of the Bachelor's degree programme, or they have during that time worked as an expert in practice in the field corresponding to the degree programme.







- (4) Fundamental theoretical profile core courses of the Bachelor's degree programme are guaranteed by academic staff members appointed professors or associate professors or an Extraordinary Professor at the USB or by academic staff members having a scientific academic degree; profile core courses of degree programmes in the field of art can be also guaranteed by academic staff members with relevant artistic erudition. Guarantors of these study courses participate in their teaching.
- (5) The staffing of the degree programme includes sufficient number of experts from practice. Appropriate representation of experts involved in teaching is adequately ensured.
- (6) Content of the Bachelor's degree programme with professional orientation takes specifics associated with the need of cooperation with practice into consideration.
- (7) Practical training and its length is defined within the curriculum, which is designed to enable students to master the practical skills needed to practice the given profession based on the acquisition of theoretical knowledge. Practical training (student practice) forms at least 12 weeks of the curriculum.
- (8) The content of study includes basic theoretical disciplines.
- (9) The content of study is based on application of current knowledge and methods of creative activities in the given field of education.
- (10) In the case of a degree programme the completion of which immediately meets the professional qualifications required for the pursuit of a regulated profession, the opinion or authorization of the competent recognition authority shall be attested confirming that the graduates of the degree programme are adequately prepared to practice the profession. In the case of degree programmes aimed at preparation of experts in the field of security of the Czech Republic, a favourable opinion or authorisation of the Ministry of Defence and the Ministry of the Interior is compulsory.
- (11) If the practical training in a degree programme can only be implemented in a workplace accredited according to a special legal regulation (Section 45 (1) of Act no.96/2004 Coll., On Non-Medical Health Professions), accreditation for practical training is also required.

## Article 9

### Requirements for Bachelor's Degree Programmes with Academic Orientation

- (1) The Faculty carries out scientific or artistic activities that correspond to the field or fields of education within which the degree programme is to be implemented; the link and interconnection of the curriculum with the creative activities is demonstrated.
- (2) Academic staff providing the degree programme perform creative activity corresponding to this or related degree programme.
- (3) The Guarantor of the degree programme is an academic staff member who has been appointed as a professor or appointed associate professor or has a scientific academic degree, or who is an Extraordinary Professor at the USB.
- (4) The Guarantor of the degree programme is an academic staff member with a professional qualification related to the given Bachelor's degree programme or a degree programme of a close or related content who has within the last five years pursued a creative activity corresponding to the area (s) of education of the Bachelor's degree programme, or they have during that time worked as an expert in practice in the field corresponding to the degree programme.





- (5) Fundamental theoretical profile core courses of the Bachelor's degree programme are guaranteed by academic staff members appointed professors or associate professors or Extraordinary Professors at the USB or by academic staff members having a scientific academic degree; profile core courses of degree programmes in the field of art can be also guaranteed by academic staff members with relevant artistic erudition. Guarantors of these study courses participate in their teaching.
- (6) The curriculum is designed to enable students to acquire theoretical knowledge necessary for the pursuit of the given profession, including their employment in creative activities, and to acquire the necessary practical skills. The curriculum may also specify practical training and its duration.
- (7) The content of study includes basic theoretical disciplines.
- (8) The content of study is based on application of current knowledge and methods of creative activities in the given field of education.

### Article 10

#### Requirements for Master's Degree Programmes with Professional Orientation

- (1) The Faculty performs scientific or artistic activities corresponding to the field or fields of education in which the degree programme is or is to be implemented; The Faculty enables students to participate in scientific or artistic activities.
- (2) In the last three years the Faculty has been a researcher in scientific or artistic projects or projects of applied or contracted research in the Czech Republic or abroad that professionally relate to the field or fields of education in which the degree programme is or is to be implemented.
- (3) The Faculty demonstrates their cooperation with the relevant practice of the given degree programme (contractual provision of student practical trainings, involvement of experts from practice in practical training supervision and in other teaching, projects of application research, surveys of graduates' employability, expectations and needs of potential employers, etc.).
- (4) An academic staff member, who was appointed a professor or appointed an associate professor in a field, which relates to the given area or areas of education, in framework of which the given Master's degree programme is to be implemented and who has been carrying out scientific or artistic activities in the given field for the period of the last five years, is a guarantor of the Master's programme. An Extraordinary Professor at the USB can also be a degree programme guarantor if the degree programme is provided in a field of education for which the USB was awarded institutional accreditation.
- (5) Appropriate representation of experts from practice involved in teaching is adequately ensured.
- (6) Profile core courses are guaranteed by academic staff members with scientific academic degree. Fundamental theoretical profile core courses are guaranteed by academic staff members who have been appointed professors or associate professors or Extraordinary Professors at the USB in the given field or fields in which the Master's degree programme is or is to be implemented or in a related field; profile core courses of degree programmes in the field of art can be also guaranteed by academic staff members with relevant artistic erudition. Guarantors of these courses participate in their teaching.
- (7) Practical training and its length is defined within the curriculum, which is designed to enable students to master the practical skills needed to practice the given profession based on the acquisition of theoretical knowledge. Practical training (student practice) in the consecutive Master's degree programme forms at least 18 weeks of the curriculum.





- (8) The content of study is based on current knowledge and creative activities in the given field of education.
- (9) In the case of a degree programme the completion of which immediately meets the professional qualifications required for the pursuit of a regulated profession, the opinion or authorization of the competent recognition authority shall be attested confirming that the graduates of the degree programme are adequately prepared to practice the profession. In the case of degree programmes aimed at preparation of experts in the field of security of the Czech Republic, a favourable opinion or authorisation of the Ministry of Defence and the Ministry of the Interior is compulsory.
- (10) If the practical training in a degree programme can only be implemented in a workplace accredited according to a special legal regulation (Section 45 (1) of Act no.96/2004 Coll., On Non-Medical Health Professions), accreditation for practical training is also required.

### Article 11

#### Requirements for Master's Degree Programmes with Academic Orientation

- (1) The Faculty performs scientific or artistic activities corresponding to the field or fields of education in which the degree programme is or is to be implemented; The Faculty enables students to participate in scientific or artistic activities.
- (2) The Faculty is a researcher in scientific or artistic projects in the Czech Republic or abroad that professionally relate to the field or fields of education in which the degree programme is or is to be implemented.
- (3) An academic staff member, who was appointed a professor or appointed an associate professor in a field, which relates to the given area or areas of education, in framework of which the given Master's degree programme is to be implemented and who has been carrying out scientific or artistic activities in the given field for the period of the last five years, is a guarantor of the Master's programme. An Extraordinary Professor at the USB can also be a degree programme guarantor if the degree programme is provided in a field of education for which the USB was awarded institutional accreditation.
- (4) Profile core courses are guaranteed by academic staff members with scientific academic degree. Fundamental theoretical profile core courses are guaranteed by academic staff members who have been appointed professors or associate professors or Extraordinary Professors at the USB in the given field or fields in which the Master's degree programme is or is to be implemented or in a related field; profile core courses of degree programmes in the field of art can be also guaranteed by academic staff members with relevant artistic erudition. Guarantors of these courses participate in their teaching.
- (5) Academic staff providing the degree programme perform creative activity corresponding to this or related degree programme,
- (6) The curriculum is designed to enable students to acquire theoretical knowledge necessary for the pursuit of the given profession, including their employment in creative activities, and to acquire the necessary practical skills. The curriculum may also specify practical training and its duration.
- (7) The content of study is based on current knowledge and creative activities in the given field of education.





## Article 12 Requirements for Doctoral Degree Programmes

- (1) The Faculty performs scientific or artistic activities corresponding to the field or fields of education in which the degree programme is or is to be implemented.
- (2) The Faculty is a long term researcher in scientific or artistic projects in the Czech Republic or abroad that professionally relate to the field or fields of education in which the degree programme is or is to be implemented.
- (3) The Faculty demonstrates the link and interconnection of the degree programme with its scientific or artistic activities.
- (4) An academic staff member, who was appointed a professor or appointed an associate professor in a field, which relates to the given area or areas of education, in framework of which the given Master's degree programme is to be implemented and who has been carrying out scientific or artistic activities in the given field for the period of the last five years, is a guarantor of the Master's programme. An Extraordinary Professor at the USB can also be a degree programme guarantor if the degree programme is provided in a field of education for which the USB was awarded institutional accreditation.
- (5) Student Supervisors may be only associate professors and professors and, if appropriate, other experts holding a scientific degree approved by a relevant Scientific or Artistic Board; Student Supervisors in Doctoral degree programmes in the field of art may also be professionals with a corresponding artistic erudition. A Student Supervisor can also be an Extraordinary Professor at the USB if the degree programme is provided in a field of education for which the USB was awarded institutional accreditation.
- (6) The Doctoral Degree Programme Board consists of only those persons, who have carried out creative activities for the period of last 5 years, that correspond with the field or fields of education, in framework of which the Doctoral degree programme is to be carried out. The Doctoral Degree Programme Board consists of academic and scientific staff members, who are employed at the USB based on an employment contract or service contracts with the total sum of weekly working hours equal to at least one half of weekly working hours as determined pursuant to Section 79 of the Labour Code, and of experts. If a degree programme is provided in cooperation with the Academy of Sciences of the Czech Republic or in cooperation with another higher education institution, the composition of the Doctoral Degree Board will take into consideration the contractual relationships between the institutions.
- (7) Academic staff providing the degree programme perform creative activities corresponding to this or related degree programme.
- (8) The curriculum is designed to enable students to acquire the knowledge and skills needed for scientific or artistic activity. Compulsory specialized courses in the Doctoral degree programme are not in terms of content identical with compulsory study courses in the Bachelor's degree programme or in the Master's degree programme. Study duties in the Doctoral degree programme include the duty of taking a part of study in a foreign institution for duration of at least one month or participation in a foreign creative project with results published or presented abroad or another form of direct participation of a student within international cooperation. Part of the curriculum may also include practical lessons and specify their length.
- (9) The themes of the Dissertations correspond to the scientific or artistic orientation of the Faculty; the assignment of Dissertations clearly indicates that their elaboration will require an independent





creative activity of the student. The prerequisite for the public defence of the Dissertation is the presentation of professional outputs of the creative activity.

- (10) Content of study in the Doctoral degree programme comes from the contemporary state of scientific knowledge or art creation in the given field of education, corresponds with study objectives and allows for achieving of determined profile of a graduate of the degree programme.

### **Article 13**

#### **Requirements for Distance and Combined Mode of Study**

- (1) Bachelor's degree programmes and Master's degree programmes in the combined form of study are designed to contain at least 80 hours of direct teaching per one semester with the exception of the last study semester, which is devoted in particular to preparation of a qualification thesis.
- (2) The courses held in the distance mode of study are provided with study support. Study supports replacing the student's on-site participation in teaching are specified for each such course - teaching with the use of computer technology and internet, manner of contacting the teacher, including a system of consultations and providing means of communication between students themselves. For this purpose, the Faculty has developed and uses in particular the e-learning courses in LMS Moodle and e-mail communication through addresses registered in IS STAG.
- (3) Study supports for study in a foreign language are provided in the relevant foreign language.
- (4) The implementation of the degree programme in the distance and combined mode of study must be demonstrably functional, in terms of the teaching provision and study evaluation in accordance with the Study and Examination Regulations of the USB. Both ongoing and final evaluation criteria must match the objectives of the study and the level of achievement in the on-site mode of study.

### **Article 14**

#### **Requirements for Degree Programmes Implemented in a Foreign Language**

- (1) Translation of relevant internal regulations into relevant foreign language is available for study in a degree programme implemented in a foreign language.
- (2) Information on the admission procedure and on the course of study in a degree programme implemented in a foreign language are available to applicants for study and students in relevant foreign language on web pages of the higher education institution.
- (3) If practical training is a part of study in a degree programme carried out in a foreign language, expert supervision and other conditions for carrying-out of practical training are provided in the relevant foreign language.
- (4) Qualification theses in a degree programme carried out in a foreign language must be prepared in the foreign language, in which the degree programme is carried out. Opponent's evaluations are given in the relevant foreign language and further in English or Czech language.
- (5) Information and communication on a schedule of study, obligations resulting from study in the degree programme, documents on study and on other information relating to study in a relevant foreign language are given for a degree programme carried out in a foreign language.
- (6) Academic staff members and other experts, who participate in conducting lectures, seminars and other forms of teaching in a degree programme carried out in a foreign language, have adequate knowledge of the given foreign language.





- (7) Students and academic staff members have access to information sources and to other services, in particular to consultancy services, in a foreign language, in which the degree programme is carried out.

### Article 15

#### Requirements for Authorization to Hold State Advanced Master's Examinations

- (1) Within the accreditation of a Master's degree programme, is also made the decision to award academic degrees according to Section 46 (5) of the Act; when institutional accreditation is concerned, this entitlement arises from institutional accreditation for the given field of education. The right to award academic degrees under Section 46 (5) of the Act may be exercised only if the Faculty is authorized to carry out at least one Doctoral degree programme in the given field.
- (2) Content of the Advanced Master's ("rigorózní") State Examination and topics of Advanced Master's ("rigorózní") theses are - pursuant to the Section 78, paragraph 10, of the Higher Education Act - related to a Master's degree programme which the higher education institution is implementing or applying for its accreditation, or to a Doctoral degree programme of the same, close or related content and stem from current scientific knowledge and creative activities in the given field.
- (3) The Faculty has established rules defining requirements for the Advanced Master's ("rigorózní") State Examinations and for Advanced Master's ("rigorózní") theses and regulating organization of the Advanced Master's ("rigorózní") State Examinations and defences of the Advanced Master's ("rigorózní") theses.

### Article 16

#### Requirements for Degree programmes with Multiple Standard Curricula

- (1) Under Section 52 (1) of the Act, university education is acquired through study within an accredited degree programme according to a given curriculum and in a certain mode of study. The standard curriculum determines the time and content sequence of courses during a standard course of study, as well as the distribution of courses into semesters, years and blocks of study within the meaning of Section 52 (1) of the Act. A degree programme can include one or more standard curricula. The student carries out their studies as part of their individual course of study, which they implement by enrolling on courses under the rules and conditions for aeration of curricula of the degree programme which they are studying.
- (2) Where the degree programme includes several standard curricula, the rules and conditions for the creation of curricula for the degree programme shall also set out the rules for selecting the relevant standard curriculum or a combination of multiple standard curricula. Unless the internal standard of the Faculty specifies otherwise, the selection of the relevant specialization or a combination of the standard curricula is implemented by the admitted applicant at enrolment in the study in accordance with the conditions of the admission procedure.
- (3) Specialisation is a form of study in a degree programme that allows a student to choose a specific curriculum of the respective specialisation to focus on specific studies related to acquisition of comprehensive knowledge and skills for the given specialisation. A standard curriculum of the respective specialisation contains both - the part common to all specialisations in the given degree programme (common basis) and the specific part characterizing the chosen specialisation.





- (4) Combination is a form of study in a degree programme that allows the student to choose from a variety of standard curricula of a particular combination to focus on specific studies related to the acquisition of comprehensive knowledge and skills of multiple special focus areas. Combination is therefore understood as a study where a student enrolled in the degree programme enrolls in addition to the courses of the standard curriculum of option A according to paragraph 7, also enrolls on other courses corresponding to the variant of curriculum B under paragraph 7, accredited in another degree programme.
- (5) In accordance with the Curriculum Design Regulations of the degree programme, studies may also be implemented as a combination of more specializations, i.e. as studies where the student enrolls on courses of a common basis and at the same time on courses of more specializations according to paragraph 6.
- (6) The following specific requirements apply to degree programmes permitting specialization created with multiple standard curricula:
  - a) the profile of the graduate of a degree programme may, in addition to the predominant common part, contain additional information taking into account the fact that some specific expertise, skills or general competence are dependent on the choice of specialization;
  - b) the majority of obligatory courses and, if applicable, part of the elective courses of the profiling base form the so-called common basis, i.e. they are common to all curricula of the degree programme, leading to completion of the predominant common part of the graduate's profile;
  - c) the total number of credits for common basis courses should account for more than 50% of the total number of credits. A lower number of credits must be duly justified;
  - d) the total number of credits for specialization courses should account for more than 25% of the total number of credits the student is required to obtain;
  - e) unless there are substantiated reasons for exemption from the credit requirements as stipulated in letters (c) and (d), the number of credits for specialization courses should be 46-89 credits in Bachelor's degree programmes and 31-59 credits in consecutive Master's degree programmes;
  - f) state examinations verify profiling knowledge or skills in the basic thematic areas derived from courses of common basis and specialization courses.
- (7) For combining degree programmes with multiple standard curricula apply the following specific requirements:
  - a) the profile of a graduate of a degree programme takes into account the difference in the professional knowledge, skills or general competence of the graduate depending on the choice of the relevant curriculum variation;
  - b) in the curriculum, the following variants of the standard curricula can be distinguished: basic, type A (major) and type B (minor);
  - c) where appropriate, the standard curricula variants A and B are designed to allow implementation of the degree programme at more than one Faculty;
  - d) the sum of credits that a student is required to acquire within a combination does not add up to more than sixty times the number of years of standard length of study;
  - e) the composition of the basic theoretical courses of the profiling basis in the basic variant of the curriculum and in variant A of the curriculum is the same; the composition of other courses of the profiling basis should also be consistent (the A curriculum may contain fewer in courses in justified cases);





- f) the composition of the profiling basis in curriculum B includes some courses of the profiling base listed in curriculum A;
  - g) courses focusing on preparation of the final thesis are part of the basic and type A variant of the curriculum; for Bachelor's degree programmes in the field of education "Teaching" these (equivalent) courses may be enrolled as part of the type B variant of the curriculum;
  - h) the total number of credits for courses of the type A curriculum corresponds to 50% to 66% of the total number of credits the student is required to obtain for obligatory and optional courses;
  - i) the total number of credits for courses of the type B curriculum corresponds to 34% to 50% of the total number of credits the student is required to obtain for obligatory and optional courses;
  - j) the study load associated with preparation for part of the state final exam is not assigned credits;
  - k) state examinations verify profiling knowledge or skills in the basic thematic areas derived from courses of the profiling basis of the A curriculum and specialization courses from the courses of the profiling basis of the B curriculum;
  - l) in order to fulfil the requirement under (d) and to ensure the compatibility of curricula with combinations implemented in cooperation with several Faculties, preparation of degree programmes is mediated by a designated Vice-Rector who, if necessary, also takes the necessary decisions on setting the credit limits for selected groups of courses;
  - m) unless the decision under paragraph (l) provides otherwise, the structure of the curriculum is governed by the following principles:
    - i. 10-12 credits are assigned courses leading to elaboration of a Bachelor's thesis;
    - ii. 18-20 credits are assigned courses leading to elaboration of a Master's thesis;
    - iii. it is recommended to reserve at least 8 credits in the Bachelor's degree programme and at least 4 credits in a consecutive Master's degree programme for elective courses,
    - iv. the total number of credits for the A curriculum courses should range between 90-106 credits in a Bachelor's degree programme and 64-74 credits in a consecutive Master's degree programme;
    - v. the total number of credits for the B curriculum courses should range from 59-74 credits in a Bachelor's degree programme and 40-46 credits in a consecutive Master's degree programme;
    - vi. if the combination of the symmetric variants of curriculum A and B is to be enabled, where the number of credits in both variants differs only by the inclusion of courses aimed at preparation of the final thesis in the variant A, the courses of the A curriculum shall be assigned a maximum of 95 credits in the Bachelor's degree programme and 70 credits in the consecutive Master's degree programme, B curriculum courses shall be assigned a maximum of 85 credits in a Bachelor's degree programme and 50 credits in a consecutive Master's degree programme.
- (8) Where the requirements for the structure and number of credits for courses of a degree programme aimed at preparation for a regulated profession are set by the recognition authority, these requirements shall be given priority over the requirements set out in paragraphs 6 and 7.
- (9) The name of a specialization or a combination of standard curricula is stated in the Diploma Supplement, together with a list of the courses completed in the degree programme. The name of a specialization or a combination of standard curricula may also be stated as another piece of information in a higher education diploma, but not as part of the name of the degree programme.







## PART FOUR ASSESSMENT OF THE DEGREE PROGRAMME IN THE ACCREDITATION PROCESS

### Article 17

#### Discussion and Approval of the Degree Programme

- (1) Preparation of accreditation materials is based on the Act, the Government Regulation, the Methodological Materials and the Recommended Practices of the National Accreditation Bureau for Higher Education (hereinafter referred to as "NAB"), the Rules, this Ordinance and the related internal regulations of the Faculties.
- (2) The procedure for submitting, discussing and approving degree programmes, intents to submit an application for accreditation, extending the accreditation or extending the validity of the accreditation of degree programmes (hereinafter referred to as the "application for accreditation of a degree programme") is regulated in detail in Part Two of the Rules.
- (3) The degree programme accreditation process is twofold: intent to apply for an accreditation of a degree programme is approved first. If it is approved by the Internal Evaluation Board, the Faculty prepares and the complete proposal of the degree programme with a request for its accreditation which is subsequently approved.
- (4) The intent to apply for an accreditation of a degree programme is prepared by the Dean appointed by the Guarantor of the degree programme, the discussion in the Faculty bodies established for quality evaluation (Board of a Degree Programme, Doctoral Studies Board, Board of degree programmes or the Accreditation Committee of the Faculty) is coordinated by the Faculty Quality Coordinator.
- (5) The Scientific Board of the Faculty passes the intent to apply for an accreditation of a degree programme implemented by the Faculty to the Rector who passes them to the Internal Evaluation Board for approval.
- (6) The preparation of the application for accreditation and the proposal of the programme of studies is overseen by the Guarantor of the Programme of Studies, its discussion within the Faculty bodies established for quality evaluation (Board of a Degree Programme, Doctoral Studies Board, Board of degree programmes or the Accreditation Committee of the Faculty) is coordinated by the Faculty Quality Coordinator.
- (7) The Academic Senate of the Faculty expresses its views on the proposals of degree programmes implemented at the Faculty.
- (8) The Scientific Council of the Faculty approves the proposals for degree programmes to be implemented at the Faculty and passes them via the Rector for approval to the Internal Evaluation Board.
- (9) The Internal Evaluation Board approves of the intention to submit an application for accreditation of a degree programme submitted by the Rector at the proposal of the Scientific Council of the Faculty and also approves the degree programmes submitted by the Rector at the proposal of the Scientific Council of the Faculty.
- (10) The Internal Evaluation Board, in accordance with the needs, the nature of the materials discussed, and its Statute, establishes working groups to assist it in evaluating the quality of degree programmes, particularly in clarifying the specifics of the various areas of education.





## Article 18

### Approval of the Intent to Apply for an Accreditation of a Degree Programme

- (1) Intent to apply for an accreditation of a degree programme means the name, type (Bachelor's, Master's, consecutive Master's, Doctoral) and profile (academic, professional) if applicable, information about the considered modes of study and languages of instruction for the degree programme and other relevant information necessary for the assessment of the degree programme in relation to the requirements referred to in paragraph 6. The documents are to be presented as listed in Annex I.
- (2) In preparation of the Intent to apply for an accreditation of a degree programme (especially for re-accreditation), the Faculty consistently draws on given feedback mechanisms as specified in the Rules, especially on the self-assessment report of the degree programme and appendices to this report.
- (3) It is supposed that the Faculty's submitted Intent is in accordance with the USB and Faculty Strategic Documents. If the Intent does not match the long-term focus of the Faculty, the Dean is obliged to explain the change of strategy and the reason for submitting the Intent in an accompanying commentary.
- (4) In the degree programme is to be implemented in cooperation of several Faculties, the Intent is submitted together with the Faculties' statements that they will participate in the realization of the degree programme under the conditions and in the way described in the Intent.
- (5) The Vice-Chair of the Internal Evaluation Board informs the Deans about an intent to apply for a new degree programme upon its receipt. The Dean examine the Intent in particular as far as overlapping of degree programmes at Faculties is concerned. In case of objections lodged by the Dean of one of the Faculties, the Rector shall present the Intent to the Rector's Advisory Board, who shall discuss possible collisions with other degree programmes and issue their opinion. The Internal Evaluation Board will take into consideration the Dean's objectives and the statement of the Rector's Advisory Board when considering the Intent.
- (6) Fulfilment of requirements under Article 5 (1), Article 6 (1) to (9), Article 7 (1) to (4), and according to the type and profile of the degree programme as referred to in Article 8 (1) to (8) or according to Article 9 (1) to (7) or according to Article 10 (1) to (7) or Article 11 (1) to (6) or Article 12 (1) to (9) and further according to Article 13 (1), Article 15 (1) and (2) and Article 16 (1) to (8) respectively is reviewed during the Intent consideration.
- (7) The structure of the evaluation of the Intent to apply for an accreditation of a degree programme is set out in Annex II.
- (8) Variants of the degree programme in terms of mode of study or implementation of the degree programme in a foreign language are considered separately.
- (9) The opinion of the Internal Evaluation Board on the Intent to apply for an accreditation of a degree programme may be expressed as "approved", "approved with reservations", "not approved" or "cannot be evaluated".
- (10) The statement "approved" can be given only to Intents to apply for an accreditation of a degree programme which fully meet all the requirements listed in paragraph 6. The statement "approved with reservations" can be given only to Intents to apply for an accreditation of a degree programme which satisfy the requirements set out in paragraph 6 with partial deficiencies which are removable and are not incompatible with the elaboration of a quality proposal of the degree programme. If the statement "approved with reservations" is issued, it is necessary to include specific comments and recommendations to be taken into account in the design of the degree programme. If the statement





"cannot be evaluated" is issued, it is necessary to include specific points which are necessary to be supplemented or refined so that the document can be evaluated as to whether the Intent meets the relevant requirements.

- (11) The Intent can be considered repeatedly, provided that the Faculty incorporates the comments of the Internal Evaluation Board into the Intent between the individual meetings of the Internal Evaluation Board.

## Article 19

### Approval of the Degree Programme

- (1) A Proposal of a degree programme means complete information about the degree programme listed in the structure of the documents according to Annex III, so that the degree programme Proposal can be evaluated in relation to the requirements listed in paragraph 4. The proposal for a degree programme is submitted to the Internal Evaluation Board only after it has been formally checked by the Unit for Student Affairs of the USB Rectorate and after any comments made by the Unit have been incorporated.
- (2) In the case of degree programmes aimed at preparation for a regulated profession pursuant to Section 78 (6) of the Act, the Proposal of a new degree programme submitted to the Internal Evaluation Board must include a statement or authorisation of the competent recognition body. If the practical training in a degree programme can only be implemented in a workplace accredited according to a special legal regulation (Section 45 (1) of Act no.96/2004 Coll., On Non-Medical Health Professions), accreditation for practical training is also required
- (3) In case of incomplete documentation necessary for the issuance of a decision, the Internal Evaluation Board shall interrupt the negotiations on the authorization to implement the degree programme until the required documents are provided and invites the Faculty who submitted the degree programme Proposal to complete the supporting documents within a reasonable deadline set by the Internal Evaluation Board.
- (4) When approving a degree programme, the fulfilment of the requirements referred to in Article 3 (2) to (5), Article 4 (1) and (5), Article 5 (1) and (4), Article 6, paragraphs (1) to (12) and Article 7, then according to the type and profile of the degree programme referred to in Article 8 or under Article 9 or under Article 10 or under Article 11 or under Article 12 and, where appropriate, Articles 13, 14 (1) Article 15 and Article 16 (1) to (8).
- (5) When assessing the requirements for staffing the degree programme, the following principles apply:
  - a) If the sum of the weekly working hours of the academic staff member in all their employment or service contracts exceeds 1,5 times the weekly working hours according to Section 79 of the Labour Code, this member of academic staff shall not be taken into account in the assessment of the staffing of the degree programme. Any employment or service relationship negotiated for a maximum of one year, with weekly working time not exceeding 0.2 times the weekly working hours, shall not be taken into account when assessing the weekly working time of the academic staff member.
  - b) In the case of degree programmes of health care, the weekly working hours of the USB academic staff member is extended by the weekly working hours of this person given by their employment relationship with the medical facility with which the USB has concluded a cooperation agreement for the provision of clinical and practical training or research and development activities.
- (6) The structure of the degree programme evaluation is set out in Annex IV.





- (7) Variants of the degree programme in terms of mode of study or implementation of the degree programme in a foreign language are considered separately.
- (8) The opinion of the Internal Evaluation Board on the Intent to apply for an accreditation of a degree programme may be expressed as "approved" or "not approved". The statement "approved" can be only given to degree programme Proposals that meet all the requirements referred to in paragraph 4.
- (9) The Internal Evaluation Board decides not to grant or withdraw authorization to implement a degree programme if the degree programme is contrary to the legislation of the Czech Republic or fails to meet the requirements of paragraph 4.
- (10) In case of significant doubts about the quality of a degree programme, the Internal Evaluation Board may decide to grant the authorisation to implement the degree programme only for the purpose of allowing the existing students to complete the programme. If a decision to limit an authorization to implement a degree programme is issued, the decision of the Internal Evaluation Board must include the required corrective measures.
- (11) The Proposal of a degree programme may be considered repeatedly, provided that the Faculty incorporates the comments of the Internal Evaluation Board into the degree programme proposal between the individual meetings of the Internal Evaluation Board.
- (12) In the case that a programme of studies has been approved by the Internal Evaluation Board under the USB authorization to create and implement a given type of programme of studies based on an institutional accreditation granted for the relevant field of education or training, the authorization to implement the programme of studies follows from the decision of the Internal Evaluation Board. This authorisation may be granted for a maximum period of validity of the institutional accreditation for the given area of education, i.e. a maximum of 10 years.
- (13) The Internal Evaluation Board will decide on a shorter period of validity of the authorization to implement a degree programme when the staffing of the degree programme, in particular their qualification and age structure, and the level of fulfilment of the relevant requirements does not provide quality assurance for a period of time of such length. In the case of granting an authorization to implement a degree programme for a shorter period than the validity of the institutional accreditation, the decision must include a justification of this decision and any requirements for improving the quality of the degree programme. The Guarantor of the degree programme subsequently submits control reports to the Internal Evaluation Board in accordance with timetable set by them.
- (14) Shorter period of validity of the authorization to implement a degree programme is also considered by the Internal Evaluation Board for newly accredited degree programmes, in which the Faculty has no implementation experience (even in the form of previous degree programmes).

## **PART FIVE EVALUATION OF IMPLEMENTED DEGREE PROGRAMME**

### **Article 20 Evaluation of Changes in the Degree Programme**

- (1) The procedure for dealing with changes in the degree programme is regulated by Article 25 of the Rules; the obligation to inform about substantial changes, which have or may have an impact on the





implementation of accredited activities in relation to degree programmes implemented outside the institutional accreditation, is further regulated by the relevant NAB methodological material.

- (2) The Faculty Quality Coordinator evaluates the change in the degree programme and determines whether the change is substantial. Major changes include:
  - a) a change of degree programme Guarantor,
  - b) changes in the composition of more than one third of the members of the Doctoral Studies Board of a Doctoral degree programme,
  - c) a change in the study objectives or graduate's profile,
  - d) adding new or cancelling existing courses in the of profiling basis,
  - e) changes in the content of existing courses significantly impacting the graduate's profile, respectively the conditions for acquiring the profiling knowledge and skills verified by the State Final Examination, State Advanced Master's Examination or the State Doctoral Examination,
  - f) State Final Examination, State Advanced Master's Examination or the State Doctoral Examination that have a significant impact on the graduate's profile, or which change the fundamental theoretical courses from which profiling knowledge or skills are derived,
  - g) reducing the overall scope or other changes in practical training in a professionally-oriented degree programme that have a significant impact on the graduate profile or the acquisition of profiling knowledge and skills verified by the state final examination,
  - h) changes in staffing affecting more than a half the course Guarantors of the profiling basis as compared to the situation at the approval of the degree programme; a change is considered a replacement of the original Guarantor by another person, for fundamental theoretical courses of the profiling base also reduction in the working hours of the Guarantor of such course,
  - i) substantial limitations of study literature or databases to which students have access or substantial limitation of this access,
  - j) changes in the location of the degree programme (by location is meant municipality);
  - k) a substantial reduction in the total capacity of teaching rooms for theoretical instruction in a degree programme, or a substantial limitation of practical teaching in specialized classrooms for courses of the profiling basis,
  - l) substantial changes in the contract with a legal entity or a foreign university cooperating on the implementation of the degree programme,
  - m) changes in the number of accepted students if their number is increased by more than 50% compared to the original number stated in the documents of the approved degree programme Proposal.
- (3) The Internal Evaluation Board assesses whether the substantial changes to the implementation of the degree programme of which they have been informed will not result in the degree programme ceasing to meet the relevant requirements. In such a case, the Board is entitled to reject the change and request a return to the original state, request modifications to these changes or make other changes that will within the set deadline achieve the required standards again.
- (4) Change the Guarantor of the degree programme is possible only after a prior discussion of the proposal of this change submitted with its justification to the Internal Evaluation Board; the proposal must include all relevant information on the new Guarantor of the degree programme in the same extent as in the case of new accreditation.





## Article 21

### Checking Compliance with Standards during the Implementation of the Degree Programme

- (1) The Guarantor of the degree programme ensures that the degree programme meets the requirements stipulated when the degree programme was approved. During the accreditation of the degree programme, all changes which take place must ensure continuous provision and improvement of the quality of the educational activities in accordance with the relevant standards.
- (2) The Guarantor of the degree programme shall process the Self-Assessment Report of the degree programme in the structure provided in Annex V and the annual Appendix to the Report in the structure provided in Annex VI. The self-assessment report of the degree programme is the basis for evaluating the quality of the carried out educational activities. The Appendix to the Report evaluates the improvement in the quality of the degree programme since the last evaluation.
- (3) The Guarantor of the degree programme, the Quality Coordinator at the Faculty, the relevant Faculty panels (the Degree Programme Board or the Doctoral Studies Board, the Board of Degree Programmes of the Faculty or the Accreditation Committee) and the Internal Evaluation Board participate in the comprehensive ongoing evaluation of the degree programme's quality in relation to the relevant standards.
- (4) The Rector may also ask the Rector's Advisory Body to comment on the issues of quality of the degree programme.
- (5) The Internal Evaluation Board addresses the issues of the implemented degree programmes at the USB, manages the internal quality evaluation of the educational, creative and related activities, prepares Report on internal evaluation of quality of educational, creative and related activities and the Appendixes to this report and keeps records of internal quality assessment of educational, creative and related activities. In these activities, the Board complies with the relevant requirements of this Ordinance.
- (6) In addition to the ongoing evaluation of the quality of the degree programmes carried out, the Internal Evaluation Board may, at the suggestion of any of its members, at any time decide to carry out a thorough examination of the selected degree programme in terms of compliance with the set of internal requirements for degree programmes under this Ordinance. The matter of the check can be the actual fulfilment of:
  - a) The requirements referred to in Article 19 (4), for approval of degree programmes,
  - b) other requirements under Article 3 (6) to (8), Article 4 (2) to (4), Article 5 (2) and (3), Article 5 (5) to (9), Article 14 (2) to (7) and Article 16 (9); or
  - c) selected requirements at the Board's discretion as needed.
- (7) Fulfilment of requirements under paragraph 6 (b) together with the requirements referred to in Article 19 (4), shall be considered when approving the application for renewal of the accreditation of the degree programme.

## Article 22

### Mechanisms to Arrange Remedy

- (1) The corrective and preventive measures in the quality assurance and assessment system are regulated by Article 45 of the Rules.
- (2) At all levels of management, the USB is committed to improve the quality of educational, creative and related activities. It uses in particular: the results of the audits and checks carried out, the results of





the previous evaluations and the analysis of the relevant background data, the corrective and preventive measures taken, the opinions, recommendations and suggestions of the International Council, the Internal Evaluation Board, members of the USB academic community and other internal and external actors.

- (3) The desirable status in the implementation of degree programmes means the actual fulfilment of the relevant requirements of this Ordinance. The USB, within the set quality assurance and assessment system, ensures that the process or other part of the USB quality assurance and quality assurance system which does not meet the specified requirements is identified and managed so that remedial action is taken without undue delay. The corrective measure lies in finding and remedying the causes of deficiencies or identified discrepancies between the current and desirable situation (hereinafter just "discrepancy") in such a way as to avoid their recurrence.
- (4) The USB, within the set quality assurance and quality assurance system, also takes measures to address the causes of potential discrepancies by preventing their occurrence. Corrective and preventive measures must be proportionate to the consequences of the potential discrepancies.
- (5) The form for recording an identified discrepancy created to inform about the discrepancy and the management of the corrective actions under Article 45 (3) to (5) of the Rules is provided in Annex VII.
- (6) The roles in the remedy process for the identified discrepancies with internal requirements for the degree programme of a planned, approved or implemented degree programme are as follows:
  - a) the Guarantor of the degree programme (in cooperation with course Guarantors and the Head of the relevant Department or Institute) resolves discrepancies, which can be removed in the context of dealing with common operational issues of a material or staffing nature;
  - b) the Degree Programme Board (in cooperation with the Quality Coordinator at the Faculty and other relevant actors) solves disagreements that affect the conceptual issues within the given degree programme (especially the fulfilment of the graduate profile of the degree programme and determination of the learning objectives of the individual courses or curriculum segments);
  - c) the Quality Coordinator at the Faculty (in cooperation with the Faculty's Board of Degree programmes or Faculty's Accreditation Committee and other relevant actors) resolves discrepancies beyond a degree programme;
  - d) the management of the Faculty, in cooperation with the University management and the Rector's Advisory Body resolves discrepancies related to overlapping implementation of degree programmes across several Faculties;
  - e) the Internal Evaluation Board addresses discrepancies incompatible with the proper implementation of the degree programme or jeopardizing the proper implementation of the degree programme as stipulated the degree programmes requirements.

## **PART SIX FINAL PROVISIONS**

### **Article 23 Common Provisions**

- (1) In the event of a controversial interpretation of the requirements set out in this Ordinance, the Internal Evaluation Board decides on the interpretation.





- (2) The Internal Evaluation Board may, in the form of methodological guidelines communicated through the Quality Coordinators of the Faculty and the public section of the USB website, specify individual requirements of their application to a particular field or fields of education, including requirements concerning deadlines for submitting an intent to apply for accreditation of degree programmes and degree programme proposals to be considered by the Internal Evaluation Board.
- (3) This Ordinance is an integral part of the system of providing and evaluating the quality of educational activities at the USB and as such is subject to further improvement efforts. In the event that a new Ordinance supplementing or restricting the above requirements is issued, the Internal Evaluation Board, according to the nature of the changes made, shall set a deadline by when the implementation of the accredited degree programmes accredited according to the previous version of the Standards must be brought in line with the new requirements.
- (4) An integral part of this Ordinance are the following Annexes:
  - I. Structure of the Intent to apply for an accreditation of a degree programme,
  - II. Structure of the evaluation of the intent to apply for an accreditation of a degree programme
  - III. Structure of the Proposal of a degree programme,
  - IV. Structure of evaluation of the Proposal of a degree programme,
  - V. Structure of Self-Assessment Report of the degree programme,
  - VI. Structure of the Appendix to the Self-Assessment Report of the degree programme,
  - VII. Discrepancy record form.

#### **Article 24 Repeal Clause**

- (1) Rector's Ordinance R 400 of 11<sup>th</sup> June 2019 laying down the standards for the accreditation and implementation of degree programmes at the University of South Bohemia in České Budějovice is hereby cancelled.

#### **Article 25 Validity and Effectiveness of the Ordinance**

- (1) This Ordinance comes into force on the day of its publication in the Collection of Decisions and Ordinances on the public part of the USB website.
- (2) This Ordinance takes effect on 4<sup>th</sup> October 2019.

Assoc.Prof. Tomáš Machula, PhD, ThD  
Rector

Processed by: Vice-Rector for Student Affairs, Vice-Rector for Internal Evaluations

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