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Decree of the Ministry of Education, Youth and Sports of 10 February 1999 on the content of applications for the accreditation of study programmes

The Ministry of Education, Youth and Sports lays down the following in accordance with Section 79(7) of Act No 111/1998 on higher education and amending other laws (the Higher Education Act):

Section 1

FUNDAMENTAL PROVISIONS

(1) A written application for the accreditation of a study programme (hereinafter referred to as “application”) shall be submitted to the Ministry of Education, Youth and Sports (hereinafter referred to as “Ministry”) by a higher education institution or other legal person established in the Czech Republic dealing with educational and scientific, research, development, artistic or other creative activity, or a legal person seeking State approval (hereinafter referred to as “applicant”). An application shall be signed by

- a) the rector of a public or State higher education institution,
- b) the body of a private higher education institution carrying out the duties of a rector,
- c) the governing body of another legal person established in the Czech Republic dealing with educational and scientific, research, development, artistic or other creative activities,
- d) the governing body of a legal person seeking State approval, or
- e) the founder or promoter of a legal person which is to operate as a private higher education institution.

(2) An application, indicating the name and registered office of the applicant, shall be submitted to the Ministry as a written copy in triplicate and in electronic form. Where a legal person is applying for State approval, the application under paragraph (1) shall constitute part of an application for the granting of State approval.

APPLICATION CONTENT

Section 2

(1) An application shall include, in addition to the particulars laid down by the Higher Education Act,

- a) the name of the study programme, taking into account the code list of ordinary fields of study¹⁾,
- b) the names and characteristics of the fields of study, if the study programme is divided into fields of study, including the possible combinations of fields of study,
- c) the objectives of the studies for the study programme as a whole and separately for its individual fields of study, if the study programme is divided into fields of study,

¹⁾ Measure of the Czech Statistical Office of 16 June 1998 on the implementation of the Classification of Ordinary Fields of Education, registered in Volume 68/1998.

- d) the graduate profile for the field of study, which shall contain
 - 1. a definition of the general, expert and special knowledge and skills on completion,
 - 2. the characteristics of occupations for which the graduate is to be trained, other prospects for the graduate, and the characteristics of employers where the graduate will be able to apply the education he has acquired,
- e) the conditions which a student must meet during the studies and on due completion thereof pursuant to Section 3,
- f) for a bachelor's study programme or master's study programme, the additional requirements under Section 4,
- g) for a doctoral study programme, the additional requirements under Section 5.
 - (2) Further components of the application shall comprise
 - a) evidence of the study programme resources (Sections 6 to 8),
 - b) a development plan and justification of the study programme (Sections 9 and 10).

Section 3

The conditions which a student must meet during the studies and on due completion thereof shall be prescribed

- a) for a bachelor's study programme or a master's study programme
 - 1. by the study plan, in accordance with the rules of study and examination,
 - 2. by the content and scope of the State final examinations;
- b) for a doctoral study programme
 - 1. by the individual study plan,
 - 2. by the content and scope of the State doctoral examination and the requirements on proving the prescribed knowledge.

Section 4

BACHELOR'S STUDY PROGRAMME AND MASTER'S STUDY PROGRAMME

(1) In addition to the requirements arising from Section 2, an application shall also include

- a) the characteristics of the subject of study for full-time students, containing
 - 1. the name of the subject of study,
 - 2. a definition of the subject of study or part thereof as compulsory, mandatorily optional or optional,
 - 3. the total scope of subject of study expressed as a number of lessons, broken down by type of instruction, or other means of expressing the scope of the subject of study,
 - 4. a list of specialist literature encompassing the basis of the subject,
 - 5. for compulsory and mandatorily optional subjects of study, a brief synopsis defining the objectives of the subject of study and the focus of its content;
- b) the rules and conditions for the creation of study plans, comprising

1. a specification of the knowledge and other prerequisites for admission to the studies,
2. a definition of the periods of instruction and preparation for examinations, the examination period, practical experience, and holidays in the individual academic years over the standard study period, expressed in weeks,
3. rules for the incorporation of individual subjects of study or their parts into the study plan from the perspective of the continuity of content and time,
4. the methods and conditions for monitoring studies on the basis of the study plan,
5. a specification of the content and scope of practical experience for full-time students in a bachelor's study programme at a non-university higher education institution (hereinafter referred to as "vocational bachelor's programme"); in other types of programmes as necessary;

c) the proposed themes

1. of extended essays under a bachelor's study programme, if a component of the State final examinations under that programme,
2. of dissertations under a master's study programme.

(2) The provisions of paragraph (1)(a) on the rules and conditions for the incorporation of practical experience into the study plan of a vocational bachelor's programme shall apply *mutatis mutandis*. Attached as an annex shall be an overview of proposed workplaces, with an indication of their legal form, where the practical experience will take place and, where appropriate, proof of contractual arrangements for the practical experience covering at least the standard study period.

(3) For distance or combined studies under a bachelor's study programme, a vocational bachelor's programme or a master's study programme, in addition to the scope of the subject of study pursuant to paragraph (1)(a)(3), there shall be a specification of the scope of consultations and other means of instruction that take place in the presence of the student. The provisions of paragraph (1)(b)(2) and (5) shall apply *mutatis mutandis*.

(4) The rules and conditions for the creation of study plans for the programmes referred to in paragraph (3) shall include

- a) a definition of the scope of consultations or workshops or other services offered to students in the individual academic years, together with a specification of the compulsory and optional parts thereof,
- b) the scope and content of students' individual assignments,
- c) the characteristics of study literature and other study aids for students, including the possibility of using modern information technology. Attached to the application shall be samples of distance learning study texts and, where appropriate, other multimedia aids for the study programme.

Section 5

DOCTORAL STUDY PROGRAMME

In addition to the requirements arising from Section 2, an application shall also include

- a) the entrance requirements for applicants seeking admission to study under the doctoral study programme,

- b) the focus and scope of knowledge required in the study programme or in individual fields of study, if the study programme is divided into fields of study,
- c) the subjects of study under the doctoral study programme, the study of which will give the student the required knowledge,
- d) other obligations which the student must fulfil in the course of the studies,
- e) the proposed themes of theses.

EVIDENCE OF STUDY PROGRAMME RESOURCES

Section 6

(1) Evidence of human resources for full-time studies under a study programme, covering the standard study period, shall include

- a) for teachers contributing to the provision of lectures in respect of a compulsory or mandatorily optional subject of study under a bachelor's study programme or master's study programme (hereinafter referred to as "lecturers"), for teachers who are to provide lectures, consultations or other forms of instruction of a subject of study under a doctoral study programme (hereinafter referred to as "lecturers under doctoral programmes"), and supervisors:
 - 1. given name and surname, titles, year of birth,
 - 2. overview of subjects to which they will contribute,
 - 3. the form and scope of working relationship with the applicant,
 - 4. name, registered office and legal form of the employer with whom they have their main employment,
 - 5. information about their experience since completing their higher education;
- b) in addition, for lecturers, lecturers under doctoral programmes and supervisors whose main employment is with the applicant:
 - 1. an overview of their creative and publishing activities for the past five years,
 - 2. annotation of the most significant publications, projects, works and results over the period of their scientific, research, development, artistic or other creative activities,
 - 3. information about experience abroad;
- c) for lecturers, lecturers under doctoral programmes and supervisors who are readers and professors or holders of higher academic degrees, the field of study and the year of their habilitation or appointment procedure, or of the award of their higher academic study, and overviews of publication citations.

(2) Evidence of human resources for full-time studies under a vocational bachelor's study programme shall include, for teachers who are not referred to in paragraph (1) but who contribute to the implementation of the study programme:

- a) the information referred to in paragraph (1)(a),
- b) type of activities carried out in relation to the implementation of the vocational bachelor's study programme,
- c) information about the system and structure of anticipated subsequent education.

(3) Evidence of human resources for distance and combined studies under a bachelor's study programme or master's study programme shall include

- a) the information referred to in paragraph (1),
- b) for a vocational bachelor's study programme, the information referred to in paragraphs (1) and (2),
- c) proof of the qualifications of teachers responsible for implementing distance studies and monitoring of study results.

(4) Evidence of human resources for distance and combined studies under a doctoral study programme shall contain the information referred to in paragraph (1).

(5) Evidence of human resources for a doctoral study programme shall include a proposal for the composition of the scientific council. The provisions of paragraph (1)(a) shall apply to the information about the members thereof.

(6) Attached to the application shall be the written consents

- a) of lecturers, lecturers under doctoral programmes and supervisors who contribute to the provision of compulsory or mandatorily optional subjects, but whose main employment is not with the applicant, to their involvement in teaching and to the extent of their involvement in teaching in the study programme,
- b) of members of the scientific council to their involvement in the scientific council.

(7) Where an application for the accreditation of a study programme is linked to an application for State approval, it shall include solemn declarations by the teachers of their commitment to have their main employment with the applicant, with an indication of the date on which such employment shall commence.

Section 7

(1) Evidence of financial resources for the study programme shall include

- a) a breakdown of the projected costs of implementing the study programme for each academic year over the standard study period, divided into capital, payroll and other non-capital costs,
- b) a breakdown of the projected costs referred to in subparagraph (a) per student,
- c) a breakdown of the projected costs of scientific, research, development, artistic or other creative activities related to the study programme, divided into capital, payroll and other non-capital costs,
- d) the overall projected costs of the study programme as per subparagraphs (a) and (c) for each academic year over the standard study period, divided into capital, payroll and other non-capital costs.

(2) An application from a State higher education institution shall contain a statement from the Ministry of Defence, in the case of a military higher education institution, or the Ministry of Interior, in the case of a police higher education institution, regarding the amount and the funding of the breakdown of projected costs.

(3) An application from a private higher education institution or other legal person in the Czech Republic involved in the implementation of a study programme or part thereof shall include

- a) the information referred to in paragraph (1),
- b) information about the amount of the fees associated with the studies and other payments required from students.

(4) The information referred to in paragraph (3)(a) shall be supported by evidence of financial resources for the breakdown of projected costs, divided into financial resources from ancillary activities, study-related fees, donations and other financial resources.

(5) Evidence of financial resources for a study programme or part thereof to be implemented at a workplace of the Academy of Sciences of the Czech Republic shall be a statement from that workplace about the amount and financial resources for the breakdown of projected costs to provide the study programme or part thereof.

Section 8

(1) Evidence of material and technical resources for the study programme shall include

- a) information about the building or buildings for the implementation of the study programme and their location, including information about the number and capacity of classrooms, laboratories, studios and other teaching space,
- b) a list of specialized laboratories for purposes of instruction and a description of their technical level,
- c) a statement from the competent body of a public health service on the appropriateness of the premises for the provision of a study programme at those buildings which no instruction has previously taken place,
- d) copies of proof of ownership or copies of lease agreements, loan agreements or other documents certifying the applicant's right to use the buildings or premises in which instruction is to take place covering at least the standard study period.

(2) The evidence submitted by a State higher education institution shall contain the information referred to in paragraph (1) as appropriate, in accordance with general regulations on the protection of State and professional secrecy. Proof of ownership shall not be submitted by a State higher education institution; the right to use the facilities and premises shall be documented by certification from the Ministry of Defence for military higher education institutions, and by certification from the Ministry of the Interior for police higher education institutions.

(3) Evidence of information resources for the study programme shall include

- a) information about the library, its accessibility, technical facilities and capacity, about existing stocks and additions to study literature for the implementation of the study programme,
- b) an overview of the existing computer technology and the possibilities of the use thereof to implement the study programme, information on the possibilities of the use of a local computer network and the Internet.

(4) Where an application for the accreditation of a study programme is linked to an application for State approval, it shall include proof of the readiness of the study programme's material, technical and information resources.

DEVELOPMENT PLAN AND JUSTIFICATION OF STUDY PROGRAMME

Section 9

The study programme development plan shall include

- a) the continuity and coherence of the study programme with scientific, research, development, artistic or other creative activity of the institution and the development thereof, including the relationship to the application of knowledge obtained by the institution,
- b) conditions for the evaluation and quality assurance of the study programme,
- c) information about the development of cooperation with entities providing practical experience, higher education institutions and other legal persons, including those abroad, the characteristics and the scope of such cooperation.

Section 10

(1) Justification of the study programme shall include

- a) justification of the social need for the study programme, including, where appropriate, statements from professional, legal persons and natural persons pursuant to Section 2(1)(d)(2) concerning the future prospects of the study programme's graduates,
- b) for vocational bachelor's programmes, the economic, social and demographic characteristics of the proposed regional catchment area and information about the numbers of unemployed graduates of post-secondary vocational colleges and higher education institutions in relation to the qualification structure of the study programme and its individual fields of study over the last year (as at 30 April and 30 September), as observed
 1. by the competent local employment bodies or
 2. in an analysis drawn up by the applicant.

(2) The estimated number of applicants to be admitted shall be indicated in each year of the standard study period.

Section 11

APPLICATION FOR RENEWAL OF THE ACCREDITATION OF A STUDY PROGRAMME

(1) An application for the renewal of the accreditation of a study programme shall include

- a) the name and registered office of the applicant,
- b) the name, type and form of the study programme and its division into fields of study,
- c) the characteristics of the study programme or fields of study, if the study programme is divided into fields of study,
- d) for
 1. a bachelor's or master's study programme, the characteristics of the subjects of study in accordance with Section 4(1)(a), and where appropriate practical experience in accordance with Section 4(1)(b)(5),
 2. a doctoral study programme, the particulars under Section 5,
- e) evidence of the human resources for the study programme in accordance with Section 6.

(2) Where, in a study programme or in a field of study under that programme, changes are proposed in relation to the accredited study programme, the application for the renewal of the accredited study programme shall also include

- a) changes in the components of the study programme pursuant to Sections 2 to 5,
- b) changes in the evidence of resources for the study programme pursuant to Sections 7 and 8,
- c) changes in the development plan and justification of the study programme pursuant to Sections 9 and 10.

Section 12

APPLICATION FOR ACCREDITATION OF THE EXPANSION OF AN ACCREDITED STUDY PROGRAMME

An application for accreditation of the expansion of an accredited study programme shall include

- a) the name and registered office of the applicant,
- b) the name, type and form of the study programme,
- c) components related to the accreditation of the expansion of an accredited study programme, in particular the scope and focus of the expansion of the accredited study programme, and evidence of the resources thereof pursuant to Sections 6 to 8 if the accreditation of such expansion changes the conditions for such resources. Where the accreditation of the expansion of an accredited study programme applies to another legal person, that legal person's name and registered office and the written consent of its governing body shall be stated.

Section 13

EFFECT

This Decree shall take effect on the date of promulgation hereof.

Minister:
Zeman, m.p.