

Statute of the Accreditation Commission

Article 1 Preliminary Provision

(1) The Accreditation Commission (hereinafter referred to as the "Commission") takes care of the quality of higher education and performs comprehensive evaluation of educational, scholarly, research, developmental, artistic or other creative activity of higher education institutions. In order to achieve these objectives, it namely:

a) evaluates activities pursued by higher education institutions and the quality of accredited activities; publishes the results of such evaluations,
b) assesses other issues concerning the system of higher education presented to it by the Minister and express its standpoints over these issues¹).

(2) The Commission issues its standpoint on the following:

- a) applications for accreditation of study programmes;
- b) applications for authorisation to perform habilitation procedures and procedures for the appointment of professors;
- c) establishment, merger, amalgamation, splitting or dissolution of a faculty of a public higher education institution;
- d) granting the state permission to a legal entity desiring to operate as a private higher education institution;
- e) determination of the type of a higher education institution;
- f) objections of applicants' infirming correctness of Commission's standpoints mentioned under letters a) and b), if the Commission is invited to issue its standpoints on these objections by the Ministry of Education, Youth and Sports (hereinafter referred to as the "Ministry").

3) While carrying out its objectives, the Commission is authorised to require from the Ministry, public, state and private higher education institutions, their faculties, higher education institutes and legal entities which participate in educational and scholarly, research, developmental, artistic or other creative activity of higher education institutions (hereinafter referred to as the "institutions"), the necessary information, documentation and co-operation in accomplishment of its obligations.

4) For the Commission meeting, whose objective is to evaluate, whether the reasons for which the Ministry has taken measures consisting in restricting, temporary termination or withdrawal of study programme accreditation (and also whether the Commission has to invite the Ministry to abolish such measure) still exist or not, the institution to which relevant measure relates will prepare documentation similar to the one, which makes under applicable legal regulations a mandatory part of an application for accreditation of a given type of study programme.

5) For the Commission meeting, whose objective is to evaluate, whether the reasons for which the Ministry has taken the measures consisting in temporary termination or withdrawal of the

¹) Article No. 84, subsection 1 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (the Higher Education Act).

accreditation of habilitation procedures or procedures for appointment of professors (and also whether the Commission has to invite the Ministry to abolish such measure) still exist or not, the institution to which relevant measure relates will prepare documentation similar to the one, which makes under applicable legal regulations a mandatory part of an application for accreditation of habilitation procedures or procedures for appointment of professors.

Article 2

Activities of the Commission

(1) The Commission opens its meeting upon proposal of its Chair or vice-chair or of at least a third of its members or on the proposal of the Minister of Education, Youth and Sports (hereinafter referred to as the "Minister").

(2) Meetings of the Commission take place at least three times a year.

(3) The Commission makes public the type of information required in terms of Article No.1, subsection 1 and 2 via Secretariat of the Commission. For this purpose the Commission uses also electronic means, e.g. publishing via Internet.

Article 3

Evaluation of Activities of Higher Education Institutions

(1) While evaluating educational, scholarly, research, developmental, artistic or other creative activity, the Commission focuses especially on

- a) evaluation of institution's activities,
- b) evaluation of quality of institution's accredited activities.

(2) For evaluation as per subsection 1, letter a) the Commission usually chooses one institution or several institutions performing similar accredited study programmes.

(3) For evaluation of activities of an institution or evaluation of accredited activities of an institution (hereinafter referred to as the "evaluation") the Commission establishes a special work group in accordance with Article No.9, subsection 1, letter b). The evaluation follows this basic method:

- a) preparation of questionnaire for evaluation by the special work group,
- b) filling in the questionnaire by an evaluated institution,
- c) review of filled in questionnaire for evaluation and eventual other required information by the special work group, including a visit of at least three members of the special work group in the evaluated institution,
- d) elaboration of a report of the special work group and providing information to the Rector, dean or director of the institution about its content,
- e) discussion concerning the evaluation report of the special work group at the Commission meeting in the presence of the Rector, dean or director of the institution, and adoption of conclusions and recommendations of the Commission related to the evaluated institution,
- f) Publication of conclusions and recommendations of the Commission related to the evaluated institution, publication of evaluation report and of eventual opinion of the Rector, dean or director of institution concerning the evaluation report.

Article 4

Annual Report of the Commission

(1) Results of evaluations of institutions, overview of the Commission's standpoints concerning issues stated in Article No.1, subsections 1 and 2 and other conclusions approved by the Commission during calendar year are included in the annual report of the Commission which is published every year, and this by the 31 March for the past calendar year at the latest.

(2) The annual report of the Commission is presented to the Ministry. The report on material and financial assurance of the Commission's activities is attached to the annual report of the Commission presented to the Ministry.

Article 5

Scope of Authority of the Chair, Vice-chair and Commission members

The Chair

- a) is responsible for functioning of the Commission,
- b) is responsible for performing activities necessary for continual functioning of the Commission during the periods between its meetings,
- c) calls and chairs the Commission's meetings,
- d) in case there will be a reasonable risk that the deadline for considering the application as per Article No.12 subsection 1 will not be observed, the Chair may initiate Commission's decision on the application per rollam consisting in discussion on the application and adoption of the Commission's standpoint outside the Commission meeting without oral discussion on application by members of Commission at its meeting,
- e) presents to the Minister Commission's standpoints on other issues concerning higher education which have been presented to the Commission by the Minister,
- f) presents to the Ministry the standpoints on applications for study programme accreditation, on applications for authority to perform habilitation procedures and procedures for the appointment of professors, conclusions and recommendations of evaluation approved by the Commission and standpoints on applications for granting the state permission to a legal entity desiring to operate as a private higher education institution,
- g) presents to the Rector the standpoint on the proposal for establishment, merger, amalgamation, splitting or dissolution of a faculty of public higher education institution and the standpoint on determination of the type of a higher education institution; presents the above mentioned standpoint also to the minister of defence when a faculty is a part of a military higher education institution or to the minister of interior when a faculty is a part of a police higher education institution,
- h) After Commission's discussion presents to the Minister the proposal to dismiss a Commission's member who took part in less than half of Commission's meetings in the period of two years or who did not perform the activities as per Article No.7,
- i) presents to the Minister his suggestions to modify the composition of the Commission,
- j) presents to the Ministry other standpoints concerning Commission's care of the quality of accredited activities of higher education institutions, including the annual report as per Article No.4, subsection 2,

- k) presents to Rectors other standpoints concerning Commission's care of the quality of accredited activities of higher education institutions,
- l) is authorised to require documentation as per Article No.1, subsection 3,
- m) participates in discussions relating the issues concerning the Commission's activities which are held at the Ministry or at other institutions,
- n) performs activities as per Article No.7,
- o) performs other activities upon Commission's authorization.

Article 6

Vice-chair of the Commission in particular

- a) represents the Chair in his absence,
- b) supervises the work groups as per Articles No. 9 to 11 and is responsible for their activities,
- c) co-operates with the Secretary of the Commission in assurance of work groups' activities,
- d) performs activities under Article No. 7,
- e) performs other activities if authorised by the Chair or by the Commission.

Article 7

Member of the Commission

- a) participates in Commission meetings and has the right to vote,
- b) is responsible for preparation of documentation used for issue of the Commission's standpoints on applications as per Article No.1, subsections 1 and 2, and for evaluation as per Article No.3, within his scope of authority determined by the Commission,
- c) may suggest to the Commission the establishment of a work group in terms of Article No.9 for preparation of documentation mentioned in letter b),
- d) in case of establishment of a work group according to letter c) is responsible for its activity to vice-chair,
- e) takes part in other activities relating to the Commission's tasks,
- f) performs other activities if authorised by the Chair or by the Commission.

Article 8

Secretary and Secretariat of the Commission

(1) Administrative, material and financial means for the activities of the Commission are provided by the Ministry via the Secretariat of the Commission. The Secretariat of the Commission is organisationally incorporated in the section of Science and Higher Education of the Ministry.

(2) The Secretariat of the Commission is directed by the Secretary of the Commission who is appointed and dismissed by the Minister upon a proposal of the Commission's Chair, and this no later than 60 days following presentation of the proposal.

(3) The Commission Secretary may participate in discussions of the Commission and work groups without having the right to vote.

Article 9 Commission's Work Groups

(1) To achieve its objectives, the Commission is authorised to establish work groups

- a) permanent work groups for examination of the applications of institutions under Article No.1, subsection 1 and 2,
- b) special work groups for the evaluation of institutions according to article No.3 or for consideration of other issues concerning higher education, which can not be examined by work groups established as per letter a).

(2) The special work group is established only for the period of evaluation or for the period of examination of other issue concerning higher education.

(3) The proposal concerning work group's composition and modifications in its composition is presented to the Commission by a member of the Commission as per Article No.7, letter c).

(4) In the area of professional fields which are not represented in the Commission, the latter may authorise also a person who is not its member to present the proposal to establish a work group. The Commission may appoint as a Chair of a work group also a person who is not its member.

(5) A member of the Commission may become a member of a work group. A Rector, vice-rector, dean and director of an institution can not become member of a work group as per subsection 1, letter a). The chief-worker of an evaluated institution can not become member of a work group under subsection 1, letter b).

(6) The Chair of the work group may, with the Commission Secretary's approval, use the Secretariat of Commission to ensure technically and administratively the functioning of the work group.

(7) The activity of the work group comes to an end if its Chair has been dismissed by the Commission. The activity of the work group may also be terminated by the Commission from other reasons.

Article 10 Chair of the Work Group

(1) Chair of the permanent work group

- a) is responsible for activities and preparation of documents of the permanent work group for issue Commission's standpoints as per Article No. 7 letter b),
- b) is responsible for the mode of action of the permanent work group as per Article No. 11, subsection 4,
- c) may require from the institution additional necessary information for examination of the application as per Article No.11 subsection 6,

- d) may invite the representatives of the concerned institution to discussions on the application in the permanent work group.

(2) Chair of the special work group

- a) is responsible for activities and preparation of documents of the special work group for Commission meetings,
- b) is responsible for the mode of action of the special work group as per Article No.11, subsection 4,
- c) may require from the institution additional necessary information for examination of the application as per Article No.11 subsection 6.

Article 11
Mode of action of the Work Group

(1) Meetings of the work group are called by its Chair or a member of the work group authorised by the Chair.

(2) The agenda for discussion is determined by the Chair of the work group. Members of the work group are informed about the agenda in advance. All members of the work group may present proposals to supplement the agenda; modification of agenda may also be demanded by the Secretary of the Commission if he participates at the meeting of the work group under Article No.8, subsection 3.

(3) Member of the work group is not replaceable in execution of his/her duties of a work group member.

(4) Within three months following the establishment of the work group, the Chair of the work group presents to the Commission a proposal for the mode of action of the work group which determines namely:

- a) the manner regarding the standpoints and proposals of recommendations by the work group,
- b) conditions for approving standpoints and proposals of recommendations in the work group.

(5) If the Chair of the work group does not agree with a standpoint and proposal of recommendation approved by the work group, he/she presents his/her opinion to the Commission together with the standpoint and recommendation of the work group.

(6) If the need for additional information arises during the work group's discussion or if any deficiencies are found out in the application, the Chair of the work group informs the Secretary of the Commission who invites the institution to complete the information or remove the deficiencies from the application in reasonable time. If the required information is not presented to the Secretariat of the Commission in term, the application may be brought for discussion to the nearest meeting of the work group.

(7) The Chair of the Commission may authorise any member of the work group to represent the Chair of the work group:

- a) on the basis of a written request of the Chair of the work group which states the reasons and the period during which the Chair is to be substituted,
- b) in case that Chair of the work group does not perform the duties of Chair of the work group for a period longer than four months. The Chair of the Commission informs in writing the Chair of the work group about this authorisation.

(8) During period of substitution the authorised member performs duties as per Article No.10, subsection 1 or Article No.10, subsection 2.

Article 12

Commission's Rules of Procedure

(1) The Commission's meetings are called in a way to keep a period of 120 days maximum for examination presented institution's application. If the date of meeting was not fixed at the previous meeting, the Chair of the Commission determines it upon a proposal of the Secretary of the Commission.

(2) The Chair proposes the agenda for discussion; members of the Commission are informed about his proposal in advance, by invitation to the Commission meeting at the latest. The agenda of the Commission is approved at the opening of the meeting after discussion of suggestions related to its modification. All Commission's members may suggest modifications of the agenda. The Secretary of the Commission may also demand modification of agenda.

(3) A member of the Commission is not replaceable in performing his/her duties of a Commission member.

(4) If the Chair or the vice-chair or a Commission member is, during his period in office, nominated as a Rector, vice-rector or dean or body of a private higher education institution that performs duties of Rector, vice-rector or dean, he/she does not take part in discussions of the Commission and does not have right to vote, whereas for the purposes of voting calculation is not included in the total number of Commission members.

(5) Chairmen of work groups stated in Article No.9, subsection 4 are invited to the Commission's meetings if the discussed problems are related to the activities of their work groups. They participate at Commission meetings but may not vote.

(6) Meetings of the Commission are not public. Representatives of the Ministry and representations of higher education institutions may participate in meetings. Representatives of applicants are invited to the Commission meetings concerning standpoint on establishment, merger, amalgamation, splitting or dissolution of a faculty or on granting the state permission to a legal entity desiring to operate as a private higher education institution. Chief workers of the evaluated institution are invited to the Commission meetings related to conclusions and recommendations concerning evaluation of the institution as per Article No.3. The Secretary of the Commission may, on the basis of authorisation of the Chair, invite other guests to the Commission meetings.

(7) The application as per Article No.1, subsection 2 (hereinafter referred to as the "application") must be immediately submitted by the Secretariat of the Commission to the authorised member of the Commission or to the Chair of the work group as per Article No.10,

subsection 1. Other members of the Commission are informed about the application by the Secretariat of the Commission via electronic means.

(8) Before the application is discussed at the meeting of the Commission, the members of the Commission may send their views in electronic form to the Secretariat of the Commission. The Commission discusses the application on the basis of the authorised Commission member's standpoint and the standpoint of competent permanent work group, if it was established.

(9) The Commission takes decisions upon conclusions from meetings on individual issues by voting. For adoption of submitted proposals attendance of at least two thirds of Commission members and approval of more than half of all Commission members are required.

(10) If application as per Article No.12, subsection 1 is examined as per Article No.5, letter d) per rollam, Commission members vote or express their views writing, by facsimile or an electronic form. If a view is expressed by facsimile or in electronic form without advanced electronic signature, it must be completed by its original, written view of the same wording or view in electronic form signed with the use of advanced electronic signature, and this the nearest Commission meeting. For the validity of voting realised per rollam a standpoint of at least two thirds of Commission members on the proposed resolution in given term is required. For adoption of proposed resolution realised per rollam the approval of majority of Commission members in given term is required.

(11) When application is discussed as per subsection 10, the Chair or other Commission member authorized by him prepares draft resolution of the Commission on the application and its reasoning and sends it to the Secretariat of the Commission. The Secretary of the Commission arranges for distribution of draft resolution and its reasoning to all Commission members determines period in which the Commission members may express they approve the draft resolution. Copies of standpoints of the Commission members in electronic form, which expressed their view on the application after its receiving as per subsection 7, have to be delivered to the Commission members together with the draft resolution and its reasoning at the latest.

(12) Content of information about the application will be determined by the Commission.

Article 13 Closing Provisions

The Statute of the Accreditation Commission was approved by the Government Decree, No. 744 dated 28th of July 2004 and has come into effect on this day.