

**Decree of the Ministry of Education, Youth and Sports
of 10 February 1999
on the content of applications for the accreditation of study programmes
as amended by Decree No. 312/2011**

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 entity established in the Czech Republic dealing with educational and scientific, research, development, artistic or other creative activity, or a legal entity 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 in hard copy 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

- a. the name of the study programme[1]; the name of the study programme must clearly and exactly cover the content of the study programme with regard to the aims of study and possible division of the study programme into fields of study,

- 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 aims of study for the study programme as a whole,
- d. the profile of the graduate of the study programme (field of study), which shall contain
 - 1. a definition of the expert knowledge (hereinafter “knowledge”) and expert skills (hereinafter “skills”) on completion that correspond with the aims of study in the study programme,
 - 2. the characteristics of occupations for which the graduate is to be trained, other employment prospects for the graduate, and the characteristics of employers where the graduate will be able to apply the acquired education,
- e. the conditions a student must meet during the studies and on due completion thereof pursuant to Section 3,
- f. for a bachelor study programme and master 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. information about scientific, research, development and innovative, artistic or other creative activities of the applicant that is related to the study programme laid out in the application, and about their scope,
- b. evidence of the study programme resources (Sections 6 to 8),
- c. 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 study programme or a master 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 STUDY PROGRAMME AND MASTER 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, compulsory elective or elective,
 3. the total scope of required study effort in the subject of study expressed in credits divided according to the planned activities of the student; assuming that a credit is equivalent to 25 to 30 hours of study and the total sum of credits to be earned in the subjects of study included in the study plan is equivalent to 60 credits in one academic year,
 4. a list of specialist literature encompassing the basis of the subject,
 5. for compulsory and compulsory elective subjects of study, an annotation defining the objectives of the subject of study and the focus of its content, alongside with the knowledge and skills to be demonstrated by the students on completion of the subject of study as a part of monitoring of the studies;
- b. the rules and conditions for the creation of study plans, comprising
1. a specification of the knowledge, skills 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 placement for full-time students in a bachelor study programme focused prevalently on preparation for an execution of a profession, especially at a non-university higher education institution (hereinafter referred to as "vocational bachelor programme"); in other types of programmes as necessary;
- c. the proposed themes
1. of bachelor theses under a bachelor study programme, if a component of the State final examinations under that programme,
 2. of master theses under a master study programme.

(2) The provisions of paragraph (1)(a) on the rules and conditions for the incorporation of practical placement into the study plan of a vocational bachelor 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 placement will take place and, where appropriate, proof of contractual arrangements for the practical placement covering at least the standard study period.

(3) For distance or combined mode of study in bachelor study programme, a vocational bachelor programme or a master 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 elective 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 the guarantor of the study programme who is an associate professor (docent) or professor responsible at the concerned higher education institution, with regard to his or her contribution to the development of the objective and evaluation of the realization of the study programme, for the quality and development of the study programme (hereinafter "programme guarantor"), for instructors that will contribute to the provision of lectures in respect of a compulsory or compulsory elective subject of study under a bachelor's study programme or master's study programme (hereinafter "instructors in bachelor and master studies"), for instructors that will provide lectures, consultations or other forms of teaching in a subject of study in a doctoral study programme (hereinafter "instructors in doctoral studies"), and supervisors,
 1. given name(s) and surname, titles, year of birth,
 2. overview of subjects to the provision of which they will contribute,
 3. the form of the employment contract(s) with the applicant and the scope of work expressed in hours per week, possibly per calendar year or another relevant period, and the term of validity of the employment contract,
 4. information about their experience since completing their higher education,

5. overview of their innovative and publication activity in the last five years,
 6. annotation of their most significant publications, projects, works, artistic works and realised outputs of their scientific, research, development and innovative, artistic or other creative activities,
 7. information about their activities abroad;
- b. for instructors in bachelor and master studies, instructors in doctoral studies and supervisors who are associate professors, professors or have a scientific title, the year and field in which they habilitated, were appointed professor or awarded a scientific title, and an overview of citations of their publications:

(2) Evidence of human resources for full-time studies under a vocational bachelor study programme shall include, for instructors 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 study programme,
- c. information about the system and structure of anticipated subsequent education.

(3) Evidence of human resources for distance and combined mode of study in a bachelor study programme or master study programme shall include

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

(4) Evidence of human resources for distance and combined mode of study in 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 of instructors in bachelor and master studies, instructors in doctoral studies and supervisors who will contribute to the provision of compulsory or compulsory elective subjects and who do not have an employment contract(s) with the applicant, with their involvement in teaching and with the extent of their involvement in teaching in the study programme,

(7) Where an application for the accreditation of a study programme is tied to an application for State approval, it shall include a contract of the applicant with the programme guarantor about the signing of a future employment contract or a future contract pertaining to work outside of an employment contract, that stipulates the scope of work determined by the anticipated average weekly workload or the number of hours per calendar year or another relevant period, including the date of the commencement of work.

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 another legal entity 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 by a legal entity referred to in Section 81 paragraph 1 of the Higher Education Act shall be a statement from that legal entity 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. 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 tied 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 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 EXTENSION OF 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 or master 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.
- f. statement of the higher education institution to the results of its internal quality evaluation of the study programme in compliance with Section 9 (b).

(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 entity, the name of that legal entity 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:

Mgr. Zeman, m.p.

[1]) Sections 44 to 46 of Act No. 111/1998 on higher education and amending other laws (the Higher Education Act).

Applications submitted prior to the date the Decree No. 312/2011 that amends the Decree No. 42/1999 of the Ministry of Education, Youth and Sports on the content of applications for the accreditation of study programmes, shall be assessed according to the law up to that date.

The Decree No. 312/2011 that amends the Decree No. 42/1999 of the Ministry of Education, Youth and Sports on the content of applications for the accreditation of study programmes shall take effect as of 1 December 2011.

Minister:

Mgr. Dobeš, m.p.