

**GOVERNMENT REGULATION**  
**No. 274/2016 Coll.,**  
of 24 August 2016  
**on standards for accreditation in higher education**

Pursuant to Section 82 (a) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended by the Act No. 137/2016 Coll., the Government orders:

Section 1

**Subject of Regulation**

This Regulation determines standards for institutional accreditation, standards for accreditation of a degree programme, standards for accreditation of the habilitation procedure and standards for accreditation of the procedure for appointment of a professor, as listed in the annex to this Regulation.

Section 2

**Effectiveness**

This Regulation takes legal effect on 1st September 2016.

Prime Minister:

**Mgr. Sobotka**

Minister of Education, Youth and Sports:

**Mgr. Valachová, Ph.D.**

## **Standard for accreditation in higher education**

### **PART I**

#### **STANDARDS FOR INSTITUTIONAL ACCREDITATION**

##### **A. Requirements imposed on the institutional environment**

###### **I. Competence of a higher education institution's bodies, its management and economy**

1. A body with the competence of a statutory body, and other bodies, competence, authority and responsibility thereof, have been determined in the higher education institution. Competence, authorities and responsibility of managerial employees have been determined.
2. Competences, authorities and responsibilities of bodies and managerial employees, who are employed by the higher education institution and form a functional whole, have been determined.
3. The activities of bodies and constituent parts of the higher education institution are in compliance with the Higher Education Act and determination thereof is pursuant to points 1 and 2 and ensures performance of duties of the higher education institution as determined by the Higher Education Act and the capacity of the higher education institution to perform requirements determined in standards for institutional accreditation.
4. Economic mechanisms and control system in the area of a higher education institution's economy ensure maintaining of a corresponding level of the educational activities, creative activities and activities related thereto.

###### **II. Mission and strategy of the higher education institution**

1. Mission of the higher education institution has been determined intelligibly with respect to the role it plays within the territory of the Czech Republic, its regions and in the international environment.
2. Strategic plans have been determined in the higher education institution from the point of view of carried out educational activity, creative activity and related activities, international cooperation in these activities, its development and from the point of view of supporting activities necessary for these activities.
3. A set of indicators monitoring the fulfilment of objectives of the educational, creative and related activities of the higher education institution that correspond with its mission, strategy and management has been determined. These indicators also include international cooperation, development of the higher education institution and supporting activities necessary for the educational, creative and related activities.

4. Creation and approving of a higher education institution's strategic plan and other fundamental strategic documents take place according to determined functional procedures that support involvement of all members of the academic community and other relevant experts.
5. Strategic plan for the teaching and creative activities of the public higher education institution and other fundamental strategic documents, which were discussed and approved by self-governing academic bodies of the higher education institution, are available to all members of the academic community of the higher education institution, other experts in the higher education institution and to the public.
6. The higher education institution has established an effective system ensuring equal access to study for all applicants for study and students. The higher education institution provides services and other supporting measures to balance opportunities to study at the higher education institution for students with specific needs.
7. The higher education institution has established a code of ethics relating to all employees and students of the higher education institution.

### **III. Activities of the higher education institution related to the educational activity**

1. International cooperation is reflected into the educational activity of the higher education institution.
2. National and regional cooperation is reflected into the educational activity of the higher education institution.
3. The higher education institution has established a document regulating its social responsibility in relation to its educational activity and fulfils this responsibility.

### **IV. Creative activity of the higher education institution**

1. The higher education institution, unless it only carries out degree programmes in art, applies the methodology of evaluation of creative activity outcomes that is based on the determined main performance indicators in the field of creative activity in compliance with the National policy of research, development and innovations of the Czech Republic.
2. The higher education institution submits evaluation of its most significant activities in the area of creative activity for the last 5 years in the field of education, in which the higher education institution applies for institutional accreditation.
3. Creative activity of the higher education institution is reflected into the educational activity, international activity and cooperation with practice.

### **V. Internal quality assurance system of the educational, creative and related activities and internal evaluation of the quality of the educational, creative and related activities of the higher education institution**

1. The internal quality assurance system of the educational, creative and related activities and the internal evaluation of the quality of the educational, creative and related activities are regulated in an internal regulation and possibly in other internal documents and in job descriptions of respective employees in

the higher education institution. The higher education institution shall prove that the established system is functional.

2. A functional board for internal evaluation has been established in the higher education institution and responsibilities for the quality of the educational, creative and related activities have been defined in the higher education institution
3. Personnel, material and financial resources have been allocated to functioning of the internal quality assurance and evaluation system of the educational, creative and related activities that correspond with the size and classification of the higher education institution and the scope of carried out educational, creative and related activities .
4. Responsibility for quality assurance of the educational, creative and related activities has been established on all levels of the higher education institution management and division of responsibilities within the quality assurance system has been defined unambiguously.
5. Interconnection of the quality assurance and evaluation among the educational,creative and related activities of the higher education institution has been described intelligibly in the higher education institution and the higher education institution follows this interconnection in a corresponding manner.
6. Evaluation of the quality of the educational, creative and related activities is based on feedback processes; academic staff members, students, graduates and experts of the higher education institution or of another institution are engaged in these processes.
7. Results of evaluation of the quality of the educational, creative and related activities of the higher education institution are available to members of the academic community of the relevant higher education institution and to other experts of the higher education institution.
8. Evaluation of the quality of the educational, creative and related activities is performed on a regular basis.
9. The higher education institution continuously evaluates and improves the quality assurance system of the educational, creative and related activities and its processes.
10. The internal quality assurance and evaluation system of the educational,creative and related activities is based on systematic monitoring of all associated processes of the higher education institution.
11. The higher education institution has established effective control processes and associated processes to remedy deficiencies discovered.
12. The higher education institution publishes basic information on functioning of the internal quality assurance and evaluation system of the educational, creative and related activities , including regular basic information on achieved outcomes and possibly on adopted measures.

## **VI. Approval, control and regular quality evaluation processes of degree programmes**

1. Internal regulations and possibly other internal documents of the higher education institution determine processes of creation, approval and changes of degree programmes.
2. A set of internal requirements for degree programmes, which will be approved by the higher education institution under granted institutional accreditation, is determined by an internal regulation and possibly by other internal documents of the higher education institution. This set of requirements corresponds with standards for accreditation of a degree programme as specified in part II, title I, section A, chapters II - IV, in part II, title I, section B and in part II, title II, adequately. The higher education institution is capable to prove observance of these requirements and these standards for accreditation of a degree programme for any degree programme.
3. The higher education institution has established effective processes for monitoring of performance of approved internal requirements for degree programmes and in case of their non-performance mechanisms to arrange remedy are set.
4. The higher education institution has established an effective system of regular evaluation of the quality of degree programmes, which is focused on achieving study objectives and corresponding learning outcomes and in which academic staff members and students as well as relevant experts are engaged.
5. The internal quality assurance and evaluation system relates to all degree programmes carried out by the higher education institution including degree programmes carried out in cooperation with other legal entities.

## **VII. Supporting resources and administration**

1. The higher education institution is capable to ensure sufficient and operable premises.
2. The higher education institution has built a functional information system and communication means, which ensure access to exact and comprehensible information on degree programmes, rules of study and requirements relating to study.
3. Services of libraries and electronic sources for learning are sufficient and available to students.
4. The higher education institution has corresponding supporting services and administrative resources.
5. Applicants for study and students can make use of the offer of information and consultancy services associated with study and with the employment possibilities of graduates of degree programmes in practice.

## **B. Requirements on the field of education**

### **I. Scope and structure of the educational activity in the given field of education**

1. Nature, scope and structure of the educational activities carried out by the higher education institution in the given field of education correspond with description of this field of education as specified in the Government

Regulation on the fields of education in the higher education, released pursuant to Section 44 (a), paragraph 3, of the Higher Education Act.

2. Objectives, content and organization of study within the given field of education are in compliance with the mission and strategic plan of the higher education institution and other strategic documents of the higher education institution.

## **II. Ensuring of conditions for carrying out of the educational activities in the given field of education**

1. Creative activity associated with the given field of education corresponds with the nature of carried out educational activity in the given field of education, in which the higher education institution applies for institutional accreditation. If the higher education institution applies for institutional accreditation to have authorization to create and perform independently Bachelor's degree programmes with academic orientation, Master's degree programmes or Doctoral degree programmes, it must carry out appropriate scientific or artistic activities; requirements for creative activities specified in these standards for institutional accreditation apply to these activities.
2. Overall structure of academic staff for teaching, creative activities and related activities by academic staff members in the given field of education corresponds from the point of view of qualification, age, length of weekly working hours and experiences from abroad or in practice with the nature of carried out educational activity in the given field of education, for which the higher education institution applies for institutional accreditation, and with the required type or types of degree programmes and ensures:
  - a) guaranteeing of the level of quality of the given field of education as a whole and its development,
  - b) guaranteeing of degree programmes in this field and
  - c) guaranteeing of teaching of these degree programmes.
3. Possible employment or service contracts of an academic staff member agreed for a period of no more than one year with the scope of weekly working hours of no more than 0.2 multiple of weekly working hours determined pursuant to Section 79 of the Labour Code are not included when considering the requirement for length of weekly working hours of an academic staff member.
4. In case of degree programmes of medical orientation the requirements for length of weekly working hours of academic staff members are deemed fulfilled also if the length of working hours determined by these requirements can be achieved by adding weekly working hours of this person resulting from his/her employment in a faculty hospital or in other medical facilities, with which the higher education institution entered into a cooperation agreement to ensure clinic practical teaching or research and development activities, to the length of weekly working hours of the academic staff member in the higher education institution.
5. International activities of the higher education institution with relation to the given field of education, in particular students' and academic staff members' mobility abroad, their involvement in activities of foreign and in particular of

international specialized institutions and in international research projects or integration of the option of mobility abroad into the study in degree programmes, and preconditions for carrying-out of these activities correspond with the character of carried out educational activities in the given field of education, in which the higher education institution applies for institutional accreditation.

6. Cooperation with practice corresponds with the character of carried out educational activity in the given field of education, in which the higher education institution applies for institutional accreditation.
7. Financial resources, premises, instrumental and information and communication facilities and other facilities correspond with the character of carried out educational activities in the given field of education, in which the higher education institution applies for institutional accreditation.

## **PART II**

### **STANDARDS FOR ACCREDITATION OF A DEGREE PROGRAMME**

#### *Title I*

#### *General requirements*

#### **C. Requirements imposed on the institutional environment**

##### **I. Competence of higher education institution's bodies**

1. A body of the higher education institution, who performs competence of a statutory body, and other bodies, their competence, authority and responsibility, have been determined in the higher education institution.
2. Competences, authorities and responsibilities of bodies of its constituent parts have been determined in the higher education institution to carry out activities and acts relating to creation and performance of degree programmes. These form a functional whole.

##### **II. Internal quality assurance and evaluation system of the educational, creative, and related activities of the higher education institution**

1. Authorities and responsibilities for quality of the educational activities and scientific and research activities and development and innovative activities and artistic and other creative activities (hereinafter only the "creative activities") and related activities have been determined on all levels of the higher education institution management to form a functional whole.
2. Processes of creation, approval and changes of proposals of degree programmes before their submission for accreditation at the National Accreditation Bureau for Higher Education are regulated in more detail by an internal regulation of the higher institution.
3. If the higher education institution intends to assess fulfilment of requirements for admission to study within the degree programme with the application of

provisions in Section 48, paragraph 4 (d) or Section 48, paragraph 5 (c) of the Higher Education Act, it has established rules, determined principles and described the process of assessment of fulfilment of conditions for previous education.

4. A higher education institution has adopted sufficiently effective measures to ensure the level of quality of qualification theses and cares systematically for quality of defended qualification theses and defended advanced Master's ("*rigorózni*") theses. It shall determine within its policy requirements for a manner of supervision of these theses and qualification requirements for supervisors of qualification theses and/or advanced Master's ("*rigorózni*") theses, and set a highest number of qualification theses or advanced Master's ("*rigorózni*") theses that can be supervised by one person.
5. Quality assurance and evaluation of the educational, creative, and related activities is based on feedback processes, in particular on questionnaires and quantitative and qualitative surveys, where academic staff members, students, relevant professional chambers, professional associations or associations of employers or other experts from practice are involved in these processes on a representative level with taking types and appropriate profiles of degree programmes into consideration.
6. The higher education institution has set in the field of education and creative activities indicators, through which it monitors a success rate at the admission procedure, drop-out rate in the degree programme, rate of completion of studies within a degree programme and rate of graduate employment.

### **III. Educational and creative activities and activities related thereto of the higher education institution**

1. The educational and creative activities of the higher education institutions come from current knowledge in a wider context and have an international nature with regard to type and appropriate profile of degree programmes, in particular:
  - a) foreign mobilities of students and academic staff members take place,
  - b) study courses taught in foreign languages or degree programmes carried out in foreign languages are offered.
2. The higher education institution develops cooperation with practice with taking types and appropriate profiles of degree programmes into consideration; in particular practical teaching, assignment of Bachelor's degree theses, Master's degree theses or doctoral theses (hereinafter only "qualification theses"), assignment of advanced Master's ("*rigorózni*") theses, awarding of scholarships and bursaries and involvement of experts from practice in the educational process are concerned.
3. The higher education institution communicates with professional chambers, professional associations, associations of employers or with other experts from practice and inquires about their expectations and requirements for graduates of degree programmes.

#### **IV. Supporting resources and administration of the higher education institution**

1. The higher education institution has established a functional information system and communication means that ensure access to exact and comprehensible information on degree programmes, rules of study and requirements relating to study.
2. Services of libraries and electronic sources for teaching and learning are sufficient with respect to the type and appropriate profile of a degree programme and are available to students and academic staff members.
3. An offer of information and consultancy services associated with study and with option of employment of graduates of degree programmes in practice is available to applicants for study, students and to other persons.
4. The higher education institution ensures available services, bursaries and other supporting measures to compensate opportunities to study in the higher education institution for students with specific needs. The higher education institution in particular:
  - a) follows the generally binding legal regulations in the area of compensating conditions for study of students with specific needs,
  - b) ensures an instructed approach respecting human dignity is taken by all its employees towards students and applicants with specific needs,
  - c) ensures that services provided and modifications realized with the objective to make academic life available to students with specific needs do not decrease study requirements.
5. The higher education institution has adopted adequately effective measures:
  - a) to protect intellectual property,
  - b) against intentional acts breaching good morals during study; in particular against plagiarism and cheat during study.

#### **D. Requirements imposed on a degree programme**

##### **I. Compliance of a degree programme with mission of the higher education institution and objectives of a degree programme**

1. In terms of type, form and appropriate profile, the degree programme is in compliance with the mission and strategic plan of the educational and scientific, research, development and innovative, artistic or other creative activities of the higher education institution (hereinafter only “strategic plan for the teaching and creative activities of the public higher education institution”) and with other strategic documents of the higher education institution.
2. The higher education institution shall prove for a degree programme:
  - a) for a Bachelor’s degree programme or Master’s degree programme with academic orientation, connection and interconnection with creative activity of the higher education institution,
  - b) for a Bachelor’s degree programme or Master’s degree programme with professional orientation, cooperation with practice in the given degree programme,

- c) for a Doctoral degree programme, connection and interconnection with scientific or artistic activity of the higher education institution.
- 3. The higher education institution takes international dimension of a degree programme into consideration with regard to type and appropriate profile of a degree programme.

## **II. Profile of a graduate of degree programme and content of study in the degree programme**

1. 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.
2. A degree programme is conceived in a manner so as a student proves during study his/her ability to apply acquired specialized knowledge, specialized skills and general qualifications at least in one foreign language.
3. The higher education institution has set functional rules and conditions for creation of study plans, including determination of possible practical teaching carried out possibly at another person or legal entity and length of this practical teaching, where:
  - a) a study plan of a Bachelor's degree programme or Master's degree programme with academic orientation is conceived in a manner so as students have in particular the opportunity to gain theoretical knowledge necessary for performance of their occupation including engagement in creative activities and further acquiring of necessary practical skills,
  - b) a study plan of a Bachelor's degree programme or Master's degree programme with professional orientation is conceived in a manner so as students have in particular the opportunity to acquire practical skills necessary for performance of their occupation, supported with acquiring of necessary theoretical knowledge,
  - c) a study plan of a Doctoral degree programme is conceived in a manner so as students have opportunity to acquire knowledge and skills necessary for scientific or artistic activities.
4. General employment possibilities of graduates of a degree programme and typical positions that a graduate can occupy have been defined for a degree programme.
5. 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.
6. 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.
7. Structure of study course, their scope and characteristics have been set and justified for a degree programme.
8. Content of taught study courses, teaching methods, ensuring of practical teaching, evaluation method, content of state examinations, topics and

orientation of qualification theses are in compliance with the planned learning outcomes and profile of a graduate from the given degree programme and create a logical whole. This requirement applies adequately on the advanced Master's ("rigorózní") state examinations and topics of advanced Master's ("rigorózní") theses of graduates of Master's degree programmes, who were awarded with the "Master" academic degree.

### **III. Academic staff of a degree programme**

1. Authorities and responsibilities of a guarantor of the degree programme have been defined sufficiently in the higher education institution to ensure quality of the degree programme.
2. Guarantee of the degree programme is ensured with 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 is an academic staff member of relevant higher education institution.
3. The degree programme is taught by academic staff members or possibly other experts having adequate qualification to cover individual study courses.
4. 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, where:
  - a) for a Bachelor's degree programme or Master's degree programme with academic orientation, academic staff members carry out creative activities corresponding with this or related degree programme,
  - b) for a Bachelor's degree programme or Master's degree programme with professional orientation, representation of experts from practice who participate in teaching is ensured adequately,
  - c) for a Doctoral programme, academic staff members carry out creative activities, which correspond with this or related degree programme.
5. Number of academic staff members ensuring the degree programme, in which accreditation is applied for, corresponds with the type of the degree programme, field or fields of education, in framework of which the degree programme is to be carried out, form of study, teaching methods, expected number of students and with appropriate profile of the degree programme; if the higher education institution applies for expansion or extension of validity of accreditation of a degree programme, the number of academic staff members teaching in the degree programme is also proportionate to actual number of students.
6. The higher education institution has prepared an effective strategy of personal development of academic staff members and there are motivation tools for this development.
7. Teaching, which takes place outside headquarters of the higher education institution, with the exception of professional practice,

is ensured with similarly qualified staff like in headquarters of the higher education institution.

#### **IV. Teaching methods and evaluation of study outcomes**

1. Up-to-date teaching methods corresponding with outcomes of the degree programme and approaches supporting active role of students in the teaching process are applied when carrying out the degree programme.
2. Ratio of direct teaching and self-study is adequate to the degree programme, form of study, appropriate profile of a degree programme and teaching methods.
3. Composition of study literature and further composition of teaching and learning sources and information sets, which will replace direct teaching to a student (hereinafter only the “study supports”) and which are specified in requirements of profile core courses, reflects the actual state of knowledge. Students have access to study literature and study supports, which are specified in requirements of profile core courses.
4. The higher education institution has published criteria that correspond with study objectives and enable objective evaluation and according to which students are evaluated. Evaluation allows students to improve during study.

#### **V. Creative activity relating to a degree programme**

The higher education institution carries out creative activities corresponding with a field or fields of education, in framework of which a degree programme of relevant type is to be carried out, and evaluates their outputs with respect to an appropriate profile of a degree programme.

#### **VI. Financial, material and other resources of a degree programme**

1. The higher education institution has assessed expected financial costs of carrying-out of a degree programme, in particular costs of instruments and their operation, costs of material and technical facilities and their modernization, personnel costs, costs of further education of academic staff and expenses for innovations, and has ensured adequate funds to cover these costs.
2. The higher education institution has ensured infrastructure for teaching in the degree programme, in particular adequate material and technical provision, sufficient and operable teaching and study premises, equipment of lecture rooms and laboratories with aids and laboratory and teaching instruments according to a given type of degree programme and in case of Bachelor’s degree programme or Master’s degree programme also according to profile of a degree programme, and number of students.
3. Students have sufficient access to specialized literature and other information sources according to a given type of degree programme and in case of Bachelor’s degree programme or Master’s degree programme also according to profile of a degree programme.
4. Material and technical resources of a degree programme carried out outside headquarters of the higher education institution has to be comparable with the resources for carrying-out of a degree programme at headquarters of the higher education institution. If only practical teaching is performed outside

headquarters of the higher education institution, material and technical resources must correspond with needs of the teaching.

## *Title II*

### *Specification of requirements for individual types and forms of degree programmes*

#### **A. General requirements for all types and forms of degree programmes**

1. An academic staff member may be in higher education institutions:
  - a) guarantor of one degree programme as maximum,
  - b) guarantor of one Bachelor's degree programme and one Master's degree programme with the same, close or related contents maximum,
  - c) guarantor of one Master's degree programme and one Doctoral degree programme with the same, close or related content as maximum, or
  - d) guarantor in the area of arts of one Bachelor's degree programme, one Master's degree programme and one Doctoral degree programme with the same, close or related content as maximum,

carried out in the Czech language and in case of a degree programme with the same content in Czech language and foreign language.
2. Guarantor of the degree programme is employed in the higher education institution as an academic staff member under an employment contract or service contract or relations with the total weekly working hours corresponding with the weekly working hours determined pursuant to Section 79 of the Labour Code. If the degree programme is carried out in a constituent part of the higher education institution, it shall apply that a guarantor of a programme is employed in this constituent part of the higher education institution as an academic staff member under an employment contract or service contract pursuant to the first sentence, with weekly working hours corresponding with at least one half of weekly working hours as determined pursuant to Section 79 of the Labour Code.
3. Possible other employment or service contracts of a guarantor of the degree programme, under which he/she is employed as an academic staff member in the same or other higher education institutions or in a foreign higher education institution or in a domestic legal entity pursuant to Section 93 (a) of the Higher Education 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.
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. A degree programme is secured sufficiently with academic staff also from the point of view of period of validity of its accreditation and prospect of its development, specifically with regard to:

- a) length of weekly working hours of guarantors for the fundamental theoretical profile core courses of the degree programme,
  - b) period, for which employment contract of these employees with the given higher education institution is agreed or for which agreement on such period is ensured.
5. If a sum of weekly working hours of an academic staff member resulting from all concluded employment contracts or service contracts for activities of an academic staff member in this or another higher education institution exceeds 1.5 multiple of weekly working hours determined pursuant to Section 79 of the Labour Code, this academic staff member will not be taken into consideration when assessing academic staff of a degree programme in any higher education institution.
  6. Possible employment or service contracts of an academic staff member agreed for a period of at most one year with weekly working hours not exceeding 0.2 multiple of weekly working hours determined pursuant to Section 79 of the Labour Code will not be included when assessing requirements for length of weekly working hours of an academic staff member.
  7. In case of degree programmes with medical orientation the requirements for length of weekly working hours of academic staff are deemed fulfilled also when the length of working hours determined by these requirements can be achieved with adding weekly working hours of this person resulting from his/her employment contract in a faculty hospital or in another medical facility, with which the higher education institution entered into a contract on cooperation in ensuring clinic and practical teaching or research and development activity, to the length of weekly working hours of the academic in the higher education institution.
  8. When experts from practice are concerned, their occupation in the field is mentioned for the last 5 years.
  9. Unless a degree programme in the area of art is concerned, teaching staff ensuring it have academic education acquired with graduating from at least the Master's degree programme or from its equivalent in a foreign higher education institution.
  10. If degree programmes that are to be carried out in cooperation with a foreign higher education institution pursuant to Section 47 (a) of the Higher Education Act are concerned, validity of foreign accreditation or of another form of recognition of a foreign higher education degree programme with associated content pursuant to legal regulations of a home country of the higher education institution is proved or possibly filing of an application of a foreign higher education institution for this foreign accreditation or recognition is proved; relevant legal regulations of a home country of the foreign higher education institution are determined specifically.

## **B. General requirements for Bachelor's degree programmes**

### **I. Content of study in the Bachelor's degree programme**

1. Content of study in the Bachelor's degree programme comes from application of actual knowledge and methods of creative activities in the given field of education.
2. Fundamental theoretical disciplines form part of the content of study in the Bachelor's degree programme.

### **II. Academic staff of the Bachelor's degree programme**

1. 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"), is a guarantor of the Bachelor's degree programme.
2. Fundamental theoretical profile core courses of the Bachelor's degree programme are guaranteed by academic staff members appointed professors or associate professors 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.

## **C. Bachelor's degree programme with academic orientation**

1. Guarantor of the Bachelor's degree programme with academic orientation has qualification relating to the given Bachelor's degree programme or to a degree programme with close or related content and he/she has carried out scientific or artistic activities during the last five years, which correspond with the field or fields of education, in framework of which the Bachelor's degree programme is to be carried out.
2. The higher education institution carries out scientific or artistic activities, which correspond with the field or fields of education, in framework of which the Bachelor's degree programme is to be carried out.

## **D. Bachelor's degree programme with professional orientation**

1. Guarantor of the Bachelor's degree programme with professional orientation has qualification relating to the given Bachelor's programme or to a degree programme with close or related content and he/she has carried out creative activities during the last five years, which correspond with the field or fields of education, in framework of which the Bachelor's degree programme is to be carried out, or he/she has been engaged in subject-matter corresponding professional practice during this period.
2. Content of the Bachelor's degree programme with professional orientation takes specifics associated with the need of cooperation with practice into consideration.
3. Academic staff of the Bachelor's degree programme with professional orientation includes also sufficient involvement of experts from practice.

4. Study plan of the Bachelor's degree programme is conceived in the manner to contain at least 12 weeks of practical training of students.

## **E. General requirements for Master's degree programmes**

### **I. Content of study in the Master's degree programme**

Content of study in the Master's degree programme comes from the contemporary state of scientific knowledge and creative activities in the given field of education.

### **II. Academic staff of the Master's degree programme**

1. 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 carried out 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.
2. Profile core courses of the Master's degree programme are guaranteed by academic staff members having a scientific academic degree; profile core courses of degree programmes in the area of art can be also guaranteed by academic staff members with relevant artistic erudition. Guarantors of these study courses participate sufficiently in their teaching.
3. Fundamental theoretical profile core courses of the Master's degree programme are guaranteed by academic staff members appointed professors or associate professors in the field that corresponds with the area or areas of education, in framework of which the given Master's degree programme is to be carried out or in related field; fundamental theoretical profile core courses of degree programmes in the area of art can be also guaranteed by academic staff members with relevant artistic erudition. Guarantors of these study courses participate sufficiently in their teaching.

### **III. Creative activities**

1. The higher education institution carries out scientific or artistic activities, which correspond with the area or areas of education, in framework of which a degree programme is or is to be carried out, and which correspond to the type of the degree programme.
2. The higher education institution allows students to participate in the scientific or artistic activities of the higher education institution.

### **IV. Authorization to perform the advanced Master's ("rigorózní") state examination for graduates of the Master's degree programme, who were awarded with the academic degree of "Master"**

1. Content of the advanced Master's ("rigorózní") state examination and topics of advanced Master's ("rigorózní") theses are related to the Master's degree programme pursuant to the Section 78, paragraph 10, of the Higher Education Act, which is carried out by the higher education institution or the higher education institution applies for its accreditation, or are related to the Doctoral degree programme of the same, close or related content to the relevant Master's degree programme pursuant to Section 78, paragraph 10, of the Higher Education Act, which is carried out by the higher education institution,

and come from the contemporary state of scientific knowledge and creative activities in the given field.

2. The higher education institution has established rules defining requirements for the advanced Master's (*"rigorózní"*) state examinations and for the advanced Master's (*"rigorózní"*) theses and regulating organization procedures of preparation for the advanced Master's (*"rigorózní"*) state examinations and for defences of the advanced Master's (*"rigorózní"*) theses.

#### **F. Master's degree programme with academic orientation**

1. The higher education institution carries out scientific or artistic activities with international dimension, which correspond with the field or fields of education, in framework of which a degree programme is to be carried out.
2. The higher education institution solves scientific or artistic projects in the Czech Republic or abroad that relate professionally to the field or fields of education, in framework of which a degree programme is or is to be carried out.

#### **G. Master's degree programme with professional orientation**

1. The higher education institution is or has been solving scientific or artistic projects or projects of applied or contractual research in the Czech Republic or abroad during the last three years that relate to the field or fields of education, in framework of which the degree programme is or has is to be carried out.
2. A study plan of the Master's degree programme with professional orientation is conceived in the manner to contain at least 6 weeks of practical teaching of students.
3. A study plan of the Master's degree programme with professional orientation, which pursuant to Section 46, paragraph 2, second sentence, of the Higher Education Act, is not a continuation of a Bachelor's degree programme, is conceived in the manner to contain at least 18 weeks of practical teaching of students.

#### **H. General requirements for Doctoral degree programmes**

##### **I. Content of study in the Doctoral degree programme**

1. 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.
2. Compulsory specialized study 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; when compulsory specialized study courses in the Doctoral degree programme in the area of art are concerned, they are not in terms of content identical with compulsory study courses of corresponding Bachelor's degree programme or Master's degree programme.

3. 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.
4. Submission of outputs from creative activities is the precondition for public defence of a doctoral thesis.
5. The assigned doctoral theses demonstrate that their preparation will require independent creative activities of students.
6. Topics of doctoral theses correspond to scientific or artistic orientation of the higher education institution.
7. If a Doctoral degree programme is or is to be carried out by a higher education institution in cooperation with institutes of the Czech Academy of Sciences, then ensuring of the degree programme has to be proved with an agreement with the Czech Academy of Sciences and agreements with offices of the Czech Academy of Sciences having the position as a public research institution, which will participate in carrying-out of individual Doctoral degree programmes.

## **II. Academic staff of the Doctoral degree programme**

1. An academic staff member, who was appointed a professor or appointed an associate professor in a field, which relates to the given degree programme or to a degree programme with close or related content, 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 Doctoral degree programme.
2. Only associate professors and professors and possibly other experts with scientific academic degree approved by relevant Scientific Board or Artistic Board can work as supervisors of students in the Doctoral degree programme; experts having required artistic erudition can also work as supervisors of students in the Doctoral degree programme.
3. 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.
4. The Doctoral degree programme board consists of both academic staff members and possibly other experts, who are employed in the given higher education institution 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 outside the higher education institution concerned.

## **III. Creative activities**

1. The higher education institution carries out scientific or artistic activities with international dimension, which correspond with the field or fields of education, in framework of which a Doctoral degree programme is or is to be carried out and which corresponds with type of the degree programme.

2. The higher education institution or its constituent part has been solving scientific or artistic projects in the Czech Republic or abroad for a long time that relate to the field or fields of education, into which a degree programme, of which accreditation is concerned, belongs.

#### **I. Specific requirements for distance or combined form of study**

1. The higher education institution shall prove that the proposed manner of performance of a degree programme in the distance or combined form of study is functional.
2. 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**.

#### **J. Specific requirements for study courses in the distance form of study**

1. Study courses performed in the distance form of study are ensured with study supports. Study supports, teaching with the use of computer technology and internet, manner of contacting a teacher, including a system of consultancy and ensuring option of communication between students are specified for each such study course.
2. Study supports for study in a foreign language are prepared in relevant foreign language.

#### **K. Specific requirements for degree programmes carried out in a foreign language**

1. Translation of relevant internal regulations into relevant foreign language is available for study in a degree programme carried out in a foreign language.
2. Information on the admission procedure and on the course of study in a degree programme performed 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 vocational practice is a part of study in a degree programme carried out in a foreign language, the higher education institution ensures professional supervision and other conditions for carrying-out of this practice in 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 ensured in 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 relevant foreign language are ensured 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.

### **PART III**

#### **STADARDS FOR ACCREDITATION OF THE PROCEDURE FOR CONFERRING “*VENIUM DOCENDI*” (HABILITATION PROCEDURE)**

##### **A. Requirements imposed on the institutional environment**

###### **I. Competence of higher education institution´s bodies**

1. A body of a higher education institution, who performs competence of a statutory body, and other bodies, competence, authority and responsibility thereof, have been determined in the higher education institution.
2. The higher education institution has determined competences, authorities and responsibilities of bodies of their constituent parts for activities and acts relating to the habilitation procedure, which form a functional whole.

##### **B. Assessment of experience of the higher education institution with scientific or artistic activities and the educational activities, which relate to fields of the habilitation procedure**

###### **I. Definition of the field of the habilitation procedure**

A field, in which the higher education institution applies for accreditation of habilitation procedure, is clearly defined.

###### **II. Quality, scope and intensity of the educational and creative activities and activities related thereto of the higher education institution in relation to a field of the procedure for conferring “*Venium docendi*” (Habilitation Procedure)**

1. The higher education institution has proved in the field of habilitation procedure long-term scientific or artistic activities with international scope and in quality, intensity and scope corresponding with the nature of this procedure.
2. The higher education institution or its constituent part has been solving scientific or artistic projects in the Czech Republic or abroad for a long time that relate to the field of habilitation procedure, of which accreditation is concerned.
3. The higher education institution has been carrying out a Doctoral degree programme, the content of which corresponds with the field of the habilitation procedure, for a period of at least twice the standard length of studies.
4. A field, in which the higher education institution intends to perform the habilitation procedure, is secured at least with two academic staff members, who were appointed assistant professors in this field or in related field based on the habilitation procedure, and who:
  - a) have conducted corresponding publication or artistic activities related to this field for the last 5 years (according to nature of individual fields of science in particular publications in important impacted journals,

- peer-reviewed journals, monographs, invited plenary lectures in foreign conferences are concerned; artistic works in corresponding artistic fields are concerned),
- b) satisfy the condition that their scientific or artistic engagement in the given higher education institution in the given field can be expected during the validity of accreditation,
  - c) work in the higher education institution as academic staff members under employment or service contract with weekly working hours equal to at least 0.6 times of the weekly working hours determined pursuant to Section 79 of the Labour Code. If a field in a constituent part of the higher education institution is concerned, this condition relates to occupation in this constituent part of the higher education institution; sum of their weekly working hours from all concluded employment or service contracts for activities of an academic in this or another higher education institution or in a foreign higher education institution or in a domestic legal entity pursuant to Section 93 (a) of the Higher Education Act shall not exceed 1.5 multiple of determined weekly working hours pursuant to Section 79 of the Labour Code,
  - d) do not ensure fields of the habilitation procedure or fields of the procedure for appointment a professor in other higher education institution.
5. Possible employment or service contracts of an academic staff member agreed for a period at most of one year with the scope of weekly working hours not exceeding 0.2 multiple of weekly working hours determined pursuant to Section 79 of the Labour Code will not be included when assessing the requirement for length of weekly working hours of an academic staff member.
  6. In case of a field with medical orientation the requirements for length of weekly working hours of academic staff members are deemed fulfilled also when the length of working hours determined by these requirements can be achieved with adding weekly working hours of this person resulting from his/her employment contract in a faculty hospital or in another medical facility, with which the higher education institution entered into a contract on cooperation in ensuring clinic and practical teaching or research and development activity, to the length of weekly working hours of the academic staff member in the higher education institution.
  7. Associate professors carrying out adequate scientific and artistic activities and with prospects of habilitation procedure in the given or related field of the habilitation procedure are employed in the higher education institution; if a field in the constituent part of the higher education institution is concerned, this condition relates to occupation in this constituent part.
  8. At least two members of the Scientific Board of the higher education institution or the Artistic Board of the higher education institution must be recognized experts in the given field of the habilitation procedure, that corresponds pursuant to Section 82, paragraph 6 (b) of the Higher Education Act, with the same field of education. If a field carried out in constituent part of the higher education institution is concerned, in addition to the previously

mentioned at least two members of the Scientific Board or of the Artistic Board of the constituent part must be recognized experts in the given field of the habilitation procedure or in the field of habilitation procedure, that corresponds pursuant to Section 82, paragraph 6 (b) of the Higher Education Act, with the same field of education.

### **C. Rules and procedures of the habilitation procedure**

1. The higher education institution has published rules specifying requirements and procedures for the habilitation procedure, including determination of authorities, responsibilities and regulation of procedure in case of conflict of interests of individual bodies, in particular of rectors, vice-rectors, deans, vice-deans, members of habilitation commissions and opponents. These rules form a functional whole.
2. The higher education institution allows applicants from other institutions to participate in the habilitation procedure.

### **D. Requirements imposed on applicants of the habilitation procedure**

1. Rules of the habilitation procedure define in compliance with the Higher Education Act requirements imposed on applicants towards their previous education and creative activities and international dimension in these activities.
2. Rules and procedures of the habilitation procedure provide guarantee that requirements for applicants determined by the Higher Education Act will be unambiguously and impartially verified.

## **PART IV**

### **STANDARDS FOR ACCREDITATION OF THE PROCEDURE FOR APPOINTMENT OF A PROFESSOR**

#### **A. Requirements on institutional environment**

##### **I. Competence of higher education institution's bodies**

1. A body of the higher education institution, who performs competence of a statutory body, and other bodies, competence, authority and responsibility thereof, have been determined in the higher education institution.
2. Competences, authorities and responsibilities of bodies of its constituent parts to carry out activities and acts in relation to the procedure for appointment of a professor have been determined in the higher education institution and they form a functional whole.

#### **B. Assessment of experiences of the higher education institution with the scientific or artistic activities and educational activities that correspond with the field of the procedure for appointment of a professor**

##### **I. Definition of the field of the procedure for appointment of a professor**

A field, in which the higher education institution applies for accreditation of the procedure for appointment of a professor, is defined clearly.

## **II. Quality, scope and intensity of the educational and creative activities and activities related thereto of the higher education institution in relation to a field of the procedure for appointment of a professor**

1. The higher education institution has proven in the field of procedure for appointment of a professor long-term scientific or artistic activities in the quality, intensity and scope corresponding with the nature of this procedure.
2. The higher education institution or its constituent part has been solving scientific or artistic projects in the Czech Republic or abroad for a long period of time, that relate to the field of the procedure for appointment of a professor, of which accreditation is concerned:
3. The higher education institution has been carrying out a Doctoral degree programme, the content of which corresponds with the field of the procedure for appointment of a professor for a period of at least twice the standard length of studies.
4. A field, in which the higher education institution intends to carry out the procedure for appointment of a professor, is ensured with at least two academic staff members, out of which one was appointed a professor in the given field or in related field and one was appointed a professor or was appointed an associate professor through the habilitation procedure in the given field or in related field and who satisfy the conditions as stipulated in part III, section B, chapter II, points 4 - 6.
5. Associate professors carrying out adequate scientific and artistic activities and with prospects of habilitation procedure in the given or related field of the habilitation procedure are employed in the higher education institution; if a field in the constituent part of the higher education institution is concerned, this condition relates to engagement in this constituent part.
6. At least two members of the Scientific Board or the Artistic Board of the higher education institution must be recognized experts in the given field of the procedure for appointment of a professor, that corresponds pursuant to Section 82, paragraph 6 (b) of the Higher Education Act, with the same area of education. If a field performed in a constituent part of the higher education institution is concerned, in addition to the previously mentioned at least two members of the Scientific Board or of the Artistic Board of the constituent part must be recognized experts in the given field of the procedure for appointment of a professor or in the field of the procedure for appointment of a professor, that corresponds pursuant to Section 82, paragraph 6 (b) of the Higher Education Act, with the same area of education.

## **C. Rules and procedures of the procedure for appointment of a professor**

1. The higher education institution has published rules specifying requirements and procedures for the procedure for appointment of a professor, including determination of authorities, responsibilities and regulation of procedure in case of conflict of interests of individual bodies, in particular of rectors, vice-rectors, deans, vice-deans and members of commissions involved in the procedure for appointment of a professor. These rules form a functional whole.
2. The higher education institution allows applicants from other institutions to participate in the procedure for appointment of a professor.

#### **D. Requirements for participants in the procedure for appointment of a professor**

1. Rules of the procedure for appointment of a professor define in compliance with the Higher Education Act requirements imposed on applicants towards their previous education and creative activities and international dimension in these activities.
2. Rules and procedures of the procedure for appointment of a professor provide a guarantee that requirements for applicants determined by the Higher Education Act will be unambiguously and impartially verified.