

## **Guidelines for the preparation and assessment of the application for degree programme accreditation**

Accreditation of a degree programme is granted by the NAB to a HEI for the type, mode, standard study period, language and, with the exception of Doctoral degree programmes, for its profile.

The written application for accreditation must include

- a) the name of the HEI, or unit thereof, which will implement the degree programme,
- b) the components of the degree programme pursuant to Section 44(2) of the Higher Education Act (hereinafter referred to as "the Act"), which are
  - a. the name of the degree programme, its type, mode and objectives of study; in the case of a Bachelor's or Master's degree programme, also the profile of the degree programme,
  - b. the profile of the degree programme graduate,
  - c. characteristics of the courses,
  - d. the rules and conditions for the design of study plans and, where appropriate, the length of training at another natural or legal person,
  - e. the standard study period with an average study load expressed in academic years,
  - f. the conditions that the student must fulfil in the course of his/her studies in the degree programme and on its proper completion pursuant to Sections 45(3), 46(3) and 47(4) of the Act, including the content of the state final examinations,
  - g. the academic degree awarded,
  - h. the identification of the field or fields of study within which the degree programme is to be implemented and the relationship to other types of degree programmes in the same or related field or fields of study; in the case of a combined degree programme, also the percentage of the basic topics belonging to each field of study in the curriculum,
- c) evidence of the personnel, financial, material and other resources for the degree programme for at least the standard study period, including information on the consideration of the need to ensure conditions of equal access to higher education,
- d) the plan for the degree programme development, its justification and the expected number of admitted applicants, and information on the expected employability of degree programme graduates on the labour market,
- e) a self-evaluation report describing and evaluating the fulfilment of the individual requirements arising from the accreditation standards,
- f) in the case of a degree programme the completion of which directly fulfils the professional prerequisites for the exercise of a regulated profession, a notification

that the degree programme is aimed at preparing for the exercise of a regulated profession and the affirmative standpoint of the competent regulatory body,

- g) in the case of a degree programme aimed at training experts in the field of security of the Czech Republic, also a notification that the degree programme is aimed at training experts in the field of security of the Czech Republic and an affirmative standpoint of the Ministry of Defence or the Ministry of the Interior.

To meet the above conditions, the HEI may use the following recommended structure of documents:

Application for accreditation

Appendix A - Basic information about the application for accreditation

Appendix B - Characteristics of the degree programme

Appendix C - Resources for the degree programme

Appendix D - Intention to develop the degree programme and other related information

Appendix E - Self-evaluation report

Appendix F - Affirmative standpoint of the regulatory body

Appendix G - Affirmative standpoint of the Ministry of Defence or the Ministry of the Interior

Appendix H - Specifics of the degree programme Všeobecné lékařství / General Medicine

Appendices A through D should contain most of the information required to assess the proposal for accreditation. The self-evaluation report should then describe and assess the fulfilment of the individual requirements of the relevant standards. Appendix F is a compulsory part of the application only for degree programmes whose completion directly fulfils the professional prerequisites for the exercise of the regulated profession. Appendix G is a compulsory part of the application only for degree programmes aimed at training experts in the field of security. Appendix H is a compulsory part of the application only for the Všeobecné lékařství / General Medicine programme.

In addition, supporting documents are attached to facilitate the preparation of the application:

- a) templates of Appendices A through D,
- b) a guideline providing more detailed information and guidance on the information required in the application for accreditation of the degree programme in Appendices A through D,
- c) the outline of the self-evaluation report (as a basis for Appendix E) and its relation to the standards for the accreditation of degree programmes,
- d) templates for the forms to be used in assessing compliance with the standards,

- e) guidelines for assessing the fulfilment of standards, specifying the criteria for assessing the fulfilment of individual requirements arising from the standards for accreditation.

Fulfilling all the requirements required by the Higher Education Act is a precondition for the granting of accreditation. They imply that the Accreditation Bureau will not grant accreditation to a degree programme if

- a) the degree programme does not meet the requirements set out in Part Four of the Act,
- b) the degree programme does not meet the standards for accreditation under Section 78a(2)(b) of the Act for the type and profile of the degree programme,
- c) the degree programme does not have sufficient resources, especially in terms of personnel, financial and material resources, or the HEI has not created conditions for the proper provision of teaching and related creative activities,
- d) the HEI does not have a functional system of quality assurance of educational, creative and related activities and of internal evaluation of the quality of educational, creative and related activities in accordance with Section 77b of the Act,
- e) the degree programme has not received the affirmative standpoint of the competent regulatory body if it is a degree programme referred to in section 78(6) of the Act, or
- f) the application contained incorrect information relevant to the accreditation of the degree programme and these defects had not been rectified by the date of the decision.

The structure and content of the submitted application must therefore contain all the necessary elements required by law.