

## **Detailed information and instructions on the data required in Appendices A-H of the application for accreditation of the degree programmes Všeobecné lékařství and General Medicine**

This document uses some terms that are further specified in the document *Recommended Procedures for the Preparation of Degree Programmes* (hereinafter referred to as "*Recommended Procedures*").

The document *Recommended Procedures* contains

- in Part E, the rules for designing a degree programme (without specialisations);
- in Part F, the definition of the term “specialisation” and the rules for the design of degree programmes with specialisations;
- in Part G, the definition of the terms aggregate study<sup>1</sup>, aggregated degree programme<sup>2</sup>, major study plan, minor study plan and the rules for their design;
- in points 12 to 14 and 16 to 17, the definition of the different types of courses.

More detailed information on the assessment of the application by the National Accreditation Bureau for Higher Education is provided in the *Methodical Guidelines for the Assessment of Applications for Degree Programme Accreditation*.

The application for accreditation of a degree programme have to include appendixes pursuant to Section 79(2) of the Higher Education Act (HEA). Other appendixes to the application for accreditation of a degree programme include, where relevant:

- proof of validity of foreign accreditation or other forms of recognition of a foreign higher education degree programme related in content under the legislation of the home state of the foreign higher education institution, or proof of the foreign higher education institution's application for such foreign accreditation or recognition in the case of a degree programme for the joint implementation of a degree programme with a foreign higher education institution pursuant to Section 47a of the HEA; an agreement on cooperation with a foreign higher education institution concluded in accordance with Section 47a(2) of the HEA,
- an agreement on mutual cooperation in the case of a degree programme for the joint implementation of the degree programme with another legal entity pursuant to Section 81 of the HEA.

In the case of applications for accreditation of degree programmes with a language of instruction other than Czech, information written primarily for the purpose of the NAB's evaluation of the application, including the self-evaluation report, is submitted in Czech. Names (of degree programmes, courses, state final examination topics, qualification theses, study literature, etc.) and study supports are not translated into Czech.

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<sup>1</sup> A programme that includes major and minor study plans

<sup>2</sup> The programme with which the major/minor study plans are combined into one study

## **Appendix A of the application for accreditation (Section 79(2)(a) of the Higher Education Act)**

### **A-I: Basic information about the application for accreditation**

#### **Name of the HEI**

The name of the HEI applying for accreditation is given.

#### **Name of the HEI unit**

If the degree programme is to be carried out at a unit of a higher education institution, the unit of the higher education institution at which the degree programme is to be carried out (usually a faculty) shall be indicated. If a higher education institute is to be involved in the implementation of the submitted degree programme, the name of the institute shall also be indicated.

#### **Name of the cooperating institution according to Section 81 or Section 95(4) of the HEA**

If the degree programme is to be carried out in cooperation with another legal entity pursuant to Section 81 of the HEA, the name of this institution shall be indicated. In the case of military/police HEIs, the name of the public HEI that will cooperate with the military/police HEI to provide a Master's or Doctoral degree programme in accordance with Section 95(4) of the HEA.

#### **Type of application**

Indicate whether the application applies to the granting of accreditation of a degree programme, the extension of validity of an existing accreditation, or the expansion of accreditation of a degree programme. In the case of an application for the expansion of accreditation of a degree programme, it shall be specified whether it relates to:

- another form of study,
- other study plans,
- authorisation to hold advanced Master's degree examinations and award academic degrees pursuant to Section 46(5) of the HEA,
- the joint implementation of a degree programme by a higher education institution with another legal entity pursuant to Section 81 or by a military/police higher education institution with another public higher education institution pursuant to Section 95(4) of the HEA (in this case, indicate the name of the legal entity applying jointly with the higher education institution for accreditation of a degree programme pursuant to Section 81, or the public higher education institution applying jointly with a military/police higher education institution for accreditation of a Master's or Doctoral degree programme pursuant to Section 95(4) of the HEA),
- another expansion of the application (specify which expansion of accreditation is requested).

#### **The approving body**

In the case of public and state HEIs, the body that approved the application for accreditation of the degree programme in accordance with Sections 7 and 12 of the HEA. In the case of private higher education institutions, the body pursuant to Section 41(1) of the HEA.

#### Link to the electronic form of the application

It contains the address where the application for accreditation is made available (usually on the HEI's website), the login and password. This link does not replace the content of the data message.

#### Links to relevant internal regulations

Links to published internal regulations related to the educational activities of the HEI and the unit of the institution that is to carry out the degree programme.

#### Link to the latest internal evaluation report of the HEI

It contains the address where the latest internal evaluation report of the university or its latest amendment is made available (usually on the HEI's website), eventually the login and password.

#### ISCED F

The HEI proposes the classification of the degree programme in the field of education based on the International Standard Classification of Education (ISCED-F 2013), according to the third, detailed level (four-digit code) of this classification. Following the methodology for the ISCED-F 2013 classification (available here - <https://www.czso.cz/csu/czso/klasifikace-oboru-vzdelani-cz-isced-f-2013>), it will always provide a justification for its proposal. The justification should be a brief and clear explanation of what criteria in the methodology were used in the design of the code. Justification is essential, especially for interdisciplinary, broad content or boundary degree programmes.

The classification procedure and basic typologies of possible cases are listed on the website of the Ministry of Education, Youth and Sports.

### **Appendix B of the application for accreditation (Section 79(2)(b) of the Higher Education Act)**

#### **B-I: Characteristics of the degree programme**

##### Name of the degree programme

The name of the degree programme for which the HEI is applying for accreditation.

##### Type of the degree programme

The type of the degree programme for which the HEI is applying for accreditation.

##### Profile of the degree programme

For Bachelor's and Master's degree programmes (including short Master's degree programmes), indicate the profile of the degree programme for which accreditation is sought. The profile of the degree programme can be either academically, or professionally oriented.

##### Form of study

The form of the degree programme for which the HEI is applying for accreditation.

##### Standard study period

Expresses the average study load in academic years. The degree programme has one standard period of study regardless of the form of study.

### The language of study

Give the language in which the degree programme is to be implemented. The degree programme is always conducted in one language. A separate degree programme must be accredited for each language in which the degree programme is to be conducted.

### Academic degree awarded

The academic degree that should be awarded to graduates, in accordance with sections 45(4), 46(4) and 47(5) of the HEA.

### Guarantor of the degree programme

Give the name and surname of the programme guarantor, including all academic titles.

### Focus on preparation for the practice of a regulated profession

Indicate whether the degree programme is directly aimed at preparation for the practice of a regulated profession pursuant to Section 79(2)(f) of the HEA. If so, the opinion of the relevant regulatory authority or, if more than one, the opinions of the regulatory authorities, must be attached to the application for accreditation.

### Recognition body

The name of the recognition body or bodies competent for the regulated professions for which the degree programme prepares graduates. For degree programmes aimed at preparing professionals in the field of Czech security, the Ministry of the Interior or the Ministry of Defence is indicated.

### Field(s) of study and, in the case of a combined degree programme, the percentage of each field of study (Section 79(2)(b) of the HEA)

Indicate the field of study in which the proposed degree programme is to be included; in the case of a combined degree programme, indicate all fields of study in which the degree programme is to be included. In the case of a combined degree programme, the percentage (rounded to 5 %) of the basic topics belonging to each field of study in terms of the proportion of credits of the corresponding courses shall also be indicated. A degree programme is a combined degree programme if the compulsory parts of the state examinations or the dissertation defence verify profile knowledge or skills in the basic subject areas belonging to more than one field of study.<sup>3</sup> The testing of knowledge or skills in subject areas that are only supportive for the degree programme does not in itself justify the designation of such a degree programme as a combined one. Further information on the classification of a combined degree programme in fields of study is provided in Section C of the *Recommended Procedures*.

### Study objectives in the degree programme

Brief characteristics of the degree programme including its focus.

### The profile of the degree programme graduate

Definition of the output professional knowledge, professional skills and competences corresponding to the study objectives in the degree programme. Where a degree programme has specialisations, the profile of the graduate of the degree programme shall include, in addition to the predominant common part, additional information taking account of the fact that certain specific professional knowledge, professional skills or general competences depend on

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<sup>3</sup> see Section 44 (8) of the HEA

the choice of a particular specialisation. In the case of an aggregate study, in addition to the common part, the profile of the graduate of the degree programme shall also contain additional information taking into account the fact that certain specific professional knowledge, professional or general competences depend on the choice of the study plan and, in the case of the major study plan, on the profile of the graduate of the aggregated degree programme (see *Recommended Procedures*).

Expected employability of graduates on the labour market (Section 79(2)(d) of the HEA)  
Characteristics of the professions for which the graduate is to be prepared, other employment opportunities and characteristics of employers with whom the graduate will be able to apply the acquired education. If the degree programme is directly aimed at preparing for the exercise of a regulated profession, an overview of these regulated professions shall be provided.

Rules and conditions for the study plan design

Brief description of the study system including the system of selection of compulsory elective or elective courses. A description of the credit system is also given (if ECTS is used, it is sufficient to indicate "ECTS"). In the case of credit systems other than ECTS, it is necessary to indicate the study load of 1 credit. The length of the lesson (in minutes) and any other relevant data for study plan design are also provided.

Conditions for admission to study

Other conditions for admission to study are specified (Section 49(1) of the HEA).

Estimated number of applicants enrolled for study (Section 79(2)(d) of the HEA)

The maximum number of applicants expected to enrol in the degree programme in an academic year, broken down by forms of study, is indicated. If the HEI anticipates an increase in the number of enrolled applicants during the course of its implementation, the anticipated numbers for the following academic years shall also be indicated. In the case of degree programmes already in operation (e.g., in the case of a request for extension or expansion of accreditation), the number of students enrolled in each year for the last 5 years is also indicated.

Continuity with other types of degree programmes

Degree programmes of other types carried out by the HEI (if the degree programme is to be carried out by a unit of the HEI, then also by this unit), which follow on from the submitted degree programme and/or which the degree programme builds on.

## **B-IIa: Study plans and thesis topic proposals**

*If the degree programme is to be implemented in several study plans, a separate Appendix B-II shall be attached for each study plan. In the case of a degree programme with specialisations, each specialisation has a separate study plan, which contains both a common part - the same for all specialisations in a given degree programme - and a specific part characterising the specialisation. Further information on study plans for specialisations and the study plans for the majors and minors of the degree programmes of aggregate study is specified in the document Recommended Procedures. Separate Appendix B-II shall also be submitted for each form of study.*

*In case the degree programme is implemented outside the seat of the HEI, separate Appendix B-II (i.e., separate study plans) for each place (municipality) of implementation of the degree programme are attached. They may differ in terms of teachers (but not of the course guarantors) and, exceptionally, in the individual compulsory elective courses (but not in the profile core courses).*

*All compulsory courses (including courses focused on the preparation of the final thesis, if the defence of the final thesis is part of the state final examination) are listed separately in the table and the compulsory elective courses studied within the degree programme, or, more precisely, within the study plan. The compulsory elective courses are listed in individual tables according to groups of these courses, from which the student chooses a certain number of courses or credits. Within the given group of compulsory elective courses, compulsory elective courses that are profile core courses and compulsory elective courses that are not profile core courses cannot occur simultaneously. It is recommended to arrange compulsory and compulsory elective courses in the tables according to the recommended years and semesters of study.*

### Designation of the study plan

If the degree programme is to be implemented in several study plans, indicate the designation of the study plan to which the relevant Appendix B-II refers, e.g., form of study, specialisation (including the name of the specialisation), major/minor study plan, place of implementation, etc.

### Scope

Total amount of course instruction (lectures, seminars, tutorials, labs, etc.) per semester in teaching hours (e.g.,  $42l + 28s = 42$  lecture hours + 28 seminar hours per semester). Alternatively, another characterisation of the time intensity of contact teaching. In the case of distance or combined forms of study, the extent of face-to-face consultations and other forms of teaching that take place in the presence of students is indicated.

### Form of verification of study results

Form of verification of learning outcomes in the course (examination, credit, classified credit, etc.)

### Number of credits

The credit rating of the course in the credit system used by the HEI.

### Teacher

The academic title, name and surname of the teachers of the course are given. In case of degree programmes classified exclusively in the Arts field of study and in case of courses of an artistic nature in other degree programmes, the share of individual teachers in teaching need not be indicated. The guarantors of these courses are indicated (e.g., in bold) for the profile core courses.

- If the course includes lectures, all lecturers are listed with the designation "lecturer", with the percentage or otherwise expressed share of each lecturer in the teaching always in parentheses after the name.
- If the course does not include lectures, all teachers are listed in the case of seminars, and in the case of practical teaching (laboratories, studios, etc.) the main teachers are listed with the percentage or otherwise expressed share of individual teachers in the teaching always in parentheses after the name. Teachers do not have to be listed for courses that are only complementary to the focus of the degree programme (in particular physical education, foreign languages in non-philological degree programmes, etc.)
- If a course that does not include lectures is taught by doctoral students, only the course guarantor and the fact that the course is taught by doctoral students should be indicated, without the specific names of these teachers.

### Recommended year/semester

Fill in the year and semester if the course is recommended for a specific year and semester.

### Profile core

"**PZ**"<sup>4</sup> shall be indicated for courses that are part of the profile core of the degree programme but are not fundamental theoretical profile core courses. The term "**PZ**" refers to compulsory or compulsory elective courses, the completion of which provides the student with knowledge or skills that are essential for the achievement of the professional knowledge or skills listed in the graduate profile and which correspond to, are related to or condition the knowledge and skills from the basic topics tested by the state examination (see Part B of the *Recommended Procedures*).

The fundamental theoretical courses of the profile core are marked "**ZT**"<sup>5</sup>. For courses that do not form part of the profile core of the degree programme, the cell is not filled in. The term "**ZT**" refers to courses related to the theoretical and methodological basis of the relevant field of study, the completion of which provides the student with key knowledge essential for the achievement of the professional knowledge listed in the graduate profile and which correspond to, are related to or condition the knowledge and skills from the basic subject areas tested by the state examination (see Part B of the *Recommended Procedures*).

### Compulsory elective courses

These courses are grouped together and at the end, the number of courses or credits to be completed in each group is indicated. It is possible to add additional sub-tables of compulsory elective courses as needed.

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<sup>4</sup> Commonly used abbreviation for profile core courses.

<sup>5</sup> Commonly used abbreviation for fundamental theoretical courses of the profile core

### Components of the SFE and their content

The abbreviation SFE is used here for the state final examinations and in the field of general medicine and dentistry and veterinary medicine and veterinary hygiene for the state advanced Master's degree examinations. An overview of the components of the SFE is provided, indicating which basic subject areas make up the content of each component of the SFE (including any optional topics within any of the components of the SFE). Furthermore, the content of these basic topics shall be defined, e.g., by indicating the names of the courses (primarily PZ and ZT courses) to which the given components of the state examination are related.

### Other study obligations

Other key study obligations, if any, are listed. If compulsory professional training is part of an academically oriented degree programme, information on the duration of the professional training, its outcome and organisation shall be provided. For professionally oriented degree programmes, data on professional training or practical education are filled in a separate Appendix B-IV.

### Proposal of qualification thesis topics and topics of defended theses

For new degree programmes, a proposal of at least 5 topics for Bachelor's (if the defence is part of the SFE)/Master's theses is given. At least 5 defended Bachelor's/Master's theses and access to the full text of the published Bachelor's and Master's theses and their reviews are provided for the extension of accreditation.

## **B-III: Characteristics of the course**

An appendix shall be attached for each course listed in Appendix B-IIa or B-IIb.

### Type of the course

Compulsory, compulsory elective. In addition, 'PZ' shall be indicated in the case of a profile core course or 'ZT' in the case of a fundamental theoretical profile core course; no further indication is needed for courses which are not profile core courses.

### Scope of the course

Total amount of the course instruction (lectures, seminars, exercises, labs, etc.) per semester in teaching hours (e.g.,  $42l + 28s = 42$  lecture hours + 28 seminar hours per semester). The information should be identical to that given in Appendix B-IIa or B-IIb.

### Prerequisites, co-requisites, equivalence

Prerequisites are courses without which one cannot enrol in the course. Co-requisites are courses that must be enrolled in no later than the same year/semester as the course. Equivalence is a relationship between two courses determined by the higher education institution (faculty) or the study plan, where it is stipulated that the completion of the first course is considered to be the completion of the second course in terms of fulfilling the study plan and the completion of the second course is considered to be the completion of the first course in terms of fulfilling the study plan.

### Form of verification of study results

Credit, examination, classified credit, etc.



#### Form of verification of learning outcomes and other requirements for the student

Indicate the form of verification of the learning outcomes mentioned in the previous point (oral, written or both) and other requirements for the student leading to the completion of the course, e.g., seminar papers, presentations, attendance, etc.

#### Method of teaching

Lecture, seminar, exercise, laboratory practice, professional training, excursions, etc.

#### Guarantor of the course

Name and surname of the guarantor, including academic titles. Is indicated only for profile core courses.

#### Involvement of the guarantor in the teaching of the course

The way in which the guarantor participates in the teaching of the course is indicated.

#### Teacher

Teachers of the course as indicated in Appendix B-II shall be listed.

#### Brief annotation of the course

Main topics (curriculum) of the course by individual weeks (blocks) of teaching.

#### Study literature and study aids

The list of basic study literature includes current titles, including foreign ones. Relevance is assessed taking into account the characteristics of the degree programme and the field of study. Basic study literature is divided into compulsory and recommended literature and possible study aids. Samples of distance learning texts and multimedia aids (so-called study supports) for the combined or distance learning form are attached as an appendix to the application in the form of a link and access data to the website where they are located (see Form A-I of the application for accreditation).

#### Scope of consultations (study sessions)

The total number of hours per semester is given. Where appropriate, other methods of teaching that take place in the presence of the student shall be indicated.

#### Information on how to contact the teacher

A description of the method of contact with the teacher, including the consultation system. In the case of distance learning courses, the method of communication between students is also indicated.

## **Appendix C of the application for accreditation (Section 79(2)(c) of the HEA)**

### **Summary information on Appendix C-I**

*Data on individual teachers listed in Appendix C-I of the application should be unified to facilitate their assessment. It is recommended that the appendices be arranged alphabetically by the surname of the teacher.*

*For Bachelor's and Master's degree programmes, information is provided on each lecturer listed by name in Appendix B-II and on professional experts who make a significant contribution to teaching. Individual Appendices C-I are preceded by an overview of these lecturers, in the structure of surname, name, title(s), type and extent of the employment relationship at the higher education institution applying for accreditation, type and extent of the employment relationship at the unit of this higher education institution where the degree programme is to be implemented (to the extent indicated in Appendices C-I), guarantee of a ZT/PZ course, status of a professional expert.*

<b>Surname</b>	<b>Name</b>	<b>Academic titles</b>	<b>Relationship to the HEI</b>	<b>Relationship to the HEI unit</b>	<b>Guarantee of courses</b>	<b>Professional expert</b>
Novák	Jan	Ass. Prof.	FTE 1.0 until 06/2025	FTE 0.5 until 6/2025	ZT	-
Nováková	Jana	PhDr.	-	DPP until 12/2022	-	yes

*(sample table)*

### **C-I: Personnel resources**

#### **Name of the HEI / the HEI unit**

The name of the higher education institution applying for accreditation of the degree programme and its unit where the degree programme is to be implemented shall be indicated in abbreviated form.

#### **Type of employment relationship with the HEI**

Type of employment relationship with the HEI; indicate one of the following:

*pp*<sup>6</sup>. - employment relationship,

*DPP/DPČ* – contractual agreement to complete a job, agreement to perform work,

*other* - specify a different form of relationship.

If the employment relationship will be agreed in the future (during the accreditation of the degree programme), the abbreviation "fut." is indicated.

#### **Scope**

In the case of academic staff, the total amount of the academic staff member's direct work at the higher education institution submitting the application for accreditation of the degree programme in hours per week according to Section 79 of the Labour Code is indicated, without

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<sup>6</sup> Commonly used abbreviation for employment relationship.

indicating the extent of any work under an agreement to complete a job or perform work at the higher education institution. For lecturers working at the given HEI only on the basis of a DPP / DPČ or in another form, the extent of their activity in hours per week or per semester is indicated.

Full-time employment at a contracted health care facility for health care degree programmes and at the HEI is counted as one full-time employment for the purposes of the accreditation procedure.

#### Until

Indicate "I" for an employment relationship concluded for an indefinite period, otherwise indicate the month and year until which the employment relationship is concluded (mmyy).

#### Type of employment relationship with the HEI unit that implements the degree programme

The type of employment relationship at the relevant unit of the HEI, usually the faculty, is indicated.

#### Scope

In the case of academic staff, the total amount of the academic staff member's direct work at the higher education institution submitting the application for accreditation of the degree programme in hours per week according to Section 79 of the Labour Code is indicated, without indicating the extent of any work under an agreement to complete a job or perform work at the higher education institution. In the case of employment at the given HEI, this is the part of the total full-time employment that the lecturer has at the relevant unit of the HEI (e.g., 20 h/week of the total 40 h/week employment at the HEI is the employment at the faculty - enter "20").

For lecturers working at the given unit of the HEI only on the basis of a DPP / DPČ or in another form, the extent of their activity in hours per week or per semester is indicated.

#### Other concurrent activities as an academic staff member at other HEIs

Names (or abbreviations) and locations (municipalities) of other HEIs at which the teacher works as an academic staff member, also outside the Czech Republic. The type and extent of the employment relationship in hours per week shall be indicated.

Academic staff members' employment or service arrangements for a maximum period of one year with weekly working hours not exceeding 0.2 times the weekly working hours specified in Section 79 of the Labour Code (i.e., 8 h/week) shall not be taken into account when assessing the requirements related to the academic staff member's weekly working hours (however, they should be indicated in this section of Appendix C-I).

#### Courses of the degree programme and the manner of involvement in their teaching, or other involvement in the implementation of the degree programme

All courses in the degree programme in which the teacher is or will be involved in teaching should be listed; the courses listed should correspond to the details given in Appendix B-II. In addition, it shall be indicated whether the teacher is a "lecturer", "tutor", etc. in the individual courses and for which courses he/she is the course guarantor.

#### Involvement in teaching in other degree programmes at the same HEI

Only of the guarantors of ZT and PZ courses included in the study plan of the degree programme for which accreditation is requested.

In order to be able to assess the overall time load and capacity of the guarantors of ZT and PZ courses, all other courses at the same HEI are listed, in the teaching of which this teacher is or,

in the case of successful accreditation, will be involved as a guarantor, lecturer or tutor. ZT and PZ courses of the degree programme included also in other degree programmes are not listed. The data shall be submitted in the following structure: the name of the respective further course; the name of the degree programme in whose curriculum this course is included as compulsory or compulsory elective; the semester in which the course is taught (1st/2nd/both); the role of the teacher in the teaching ("guarantor", "lecturer", "tutor", or other form of involvement); the total number of hours per semester that the teacher will teach during the course may also be indicated.

#### Information on higher education

Indicate the graduated degree programme and area of study, if the degree programme was divided into areas of study, of the highest level of education attained at a HEI and the year of its completion, the abbreviation of the name of the HEI and faculty. If the person concerned holds the scientific degree of "Candidate of Science" (CSc.) or "Doctor of Science" (DrSc.), the year of obtaining this degree and the area of study are also indicated. If the teacher is a student in a Doctoral degree programme, the name of the degree programme (eventually the area of study), the HEI and the year of commencement of study shall also be indicated.

#### Professional activities since graduation

Data on professional activities over the last 20 years (individual activities with a minimum duration of 1/2 year), namely the name of the employer, the position held, the year of commencement and the year of termination of the activity with this employer and the type of employment relationship (pp./other). Activities of less than 8 hours/week and those based on a DPP or DPČ arrangement are not reported.

In the case of the guarantor of the degree programme for which accreditation is requested, a list of all degree programmes (or areas of study) that he/she has guaranteed in the last 10 years is given, indicating the name and type of degree programme (or area of study), the name of the HEI and its unit and the period of guaranteeing the degree programme (or area of study).

#### Experience in supervising qualification and advanced Master's theses

Number of defended Bachelor theses, Master theses, advanced Master theses and dissertations that the teacher has supervised as a thesis supervisor in the last 10 years.

#### Field of habilitation or appointment procedure

For habilitated teachers, the field in which their habilitation procedure took place is indicated. In the case of professors, the relevant details of their appointment procedure are also given.

#### Year of award of the degree

The year in which the scientific academic degree/artistic pedagogical degree was awarded shall be indicated.

The HEI where the procedure was held. The abbreviation of the name and seat of the HEI where the habilitation and appointment procedure took place.

#### Citation rate

Citations from the Web of Science or Scopus, or other citations. Self-citations are not reported. In addition, the cumulative H-index recorded in Web of Science or Scopus (indicating the selected source) is given only when the teacher is active in fields of study where it is relevant.

List of the most significant publications and other creative activities or other professional activities of professional experts related to the courses delivered by them

The 5 most important outputs of publication activity in the last 5 years demonstrating the professional erudition of the teacher in relation to the taught courses are listed. If the teacher delivers courses to which the above 5 publications cannot be related, it is possible to list the outputs relevant to the teacher's publication activity for each of such courses, but no more than 3 outputs for each such course (individual publications can be listed for several courses at the same time). The standard source citation, extent, and the teacher's share are given (if the teacher is the only author = 100%). When compiling lists of publications, individual outputs are labelled in accordance with the currently valid definitions, i.e.:

- Jimp - an original/review article in a peer-reviewed scientific periodical that is included in the Web of Science database with the "Article", "Review" or "Letter" flag;
- JSC - original/review article in a peer-reviewed scientific periodical included in the SCOPUS database with the "Article", "Review" or "Letter" flag;
- Jost - original/review article in a peer-reviewed scientific periodical that does not fall into any of the above groups.
- B - specialist book
- C - chapter in a specialist book
- D - paper in conference, seminar, or symposium proceedings, including proceedings included in WoS or Scopus databases.

Where relevant, the quartile is also given.

Within the overview of other creative activities, other non-publication results of research, development or innovation activities defined in the *Methodology for the Evaluation of Research Organisations and Programmes of Targeted Support for Research, Development and Innovation* approved by Government Resolution No. 107 dated 8 February 2017 (typically patents, research reports, etc.).

In the case of professional experts, their work in the professional sphere related to the focus of courses taught in the last 5 years, including the employer and the position held.

Activities abroad

The most important professional stays abroad are listed - a brief name of the foreign institution, the country and the duration of the stay, min. 1 month, or work assignment during the stay abroad.

Signature

It is attached only for teachers who, at the time of submitting the application for accreditation, have no employment relationship with the HEI applying for accreditation.

**C-II: Related creative, i. e. scientific, and artistic activity**

*Only the creative, scientific, and artistic activities that are carried out at the HEI applying for the accreditation of the degree programme or at the unit if the degree programme is to be carried out at the unit of the HEI are indicated. Development projects and internal grant projects are not included. Creative, scientific, and artistic activities carried out by teachers at*

*another institution are not included. In terms of timeframe, creative, scientific, and artistic activities are listed*

- *for Bachelor's and Master's degree programmes with professional orientation in the last 3 years;*
- *for Bachelor's and Master's degree programmes with academic orientation in the last 5 years;*
- *for a Doctoral programme in the last 10 years.*

#### Principal investigator/co-investigator

Indicate the project principal investigator/co-investigator (person) at the given HEI (if the degree programme is to be implemented by a unit of the HEI, then at this unit). Academic staff delivering the submitted degree programme should be project investigators/co-investigators at the HEI; if the degree programme is to be delivered by a unit of the HEI, then at that unit.

#### Titles of the most important grants and projects obtained for scientific, research, artistic, and other creative activities in the relevant field of study

Data on grants and projects professionally related to the degree programme concerned, which were carried out in the relevant period; for each of them, the number of the grant or project, if any, and a link to further details of the project, if any (e.g., in the R&D&I<sup>7</sup> information system, etc.). These are only grants and projects of which the HEI or its department as an institution is a beneficiary (holder) or co-beneficiary. Up to 5 of the most important grants and projects are listed. In the case of collaborative grants and projects, other co-beneficiaries are also listed. Neither internal grants of the HEI nor development projects are reported.

#### Source

For grants it is necessary to indicate: A=international and foreign grants, B=GACR, TACR or other relevant grant agency grants (not internal), C=ministerial grants, D=applied and contract research projects (for professionally oriented degree programmes); also indicate the name of the institution or legal entity that funded the research project.

#### Period

Indicate in which years the grant or project was carried out.

#### Activities related to the creative, scientific, and artistic activities of the HEI, which are related to the degree programme

Here, the activities related to the creative, scientific, and artistic activities of the HEI and specific data, especially on activities not listed in the previous parts of Appendix C-II, are indicated. These include, for example, important seminars, workshops, conferences, internal grant projects or development projects, outputs of publishing activities, results of specialist projects, etc., including possible participation of students in these activities. Routine publications, patents, and other creative activities of individuals, which are listed in Appendix C-I, are not included. Only activities related to scientific or artistic activities are reported for academically oriented programmes, and activities related to all creative activities are reported for professionally oriented programmes. Up to 10 of the most significant activities are listed. The focus and scope of creative activity is specified for individual types and profiles of degree

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<sup>7</sup> Science, Research, and Innovation.

programmes in Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education.

Information on cooperation with the professional sphere related to the degree programme

Other collaborative activities with the professional sphere not listed in the previous sections of the Appendix are indicated.

### **C-III: Information resources for the degree programme**

Name and brief description of the study information system

The name and a brief description of the study information system used is given.

Access to study literature

Describe how student access to the literature is ensured. If the degree programme is to be implemented in more than one location (municipality), the manner of providing access to the literature shall be described separately for each location.

Overview of accessible databases

Professional databases and other electronic resources related to the degree programme accessible to students.

Name and brief description of the anti-plagiarism system used

The name of the anti-plagiarism system used for checking theses (or other types of work) and basic information about its use is given.

### **C-IV: Material resources for the degree programme**

*If the degree programme is implemented outside the seat of the HEI, a separate Appendix C-IV is attached for each location (municipality) of implementation of the degree programme.*

Place of implementation of the degree programme

Shall be indicated by the name of the municipality(ies) concerned, including the full address.

Capacity of teaching rooms for theoretical teaching

Shall be indicated in numbers of students (i.e., number of places) for the whole HEI, and for each place (municipality) of degree programme implementation. If part of the teaching premises is leased, the number of students whose teaching is provided on the premises, and the duration of the lease (until when) shall be indicated for each such part of the teaching premises.

Capacity and description of a specialized classroom

These are laboratories, studios, sports facilities, etc. This does not have to be specified for degree programmes where the use of these facilities is only complementary to the focus of the degree programme. For each classroom separately (additional text fields can be added as needed), the capacity of the classroom in terms of number of students (i.e., number of seats) for the whole HEI and the place (municipality) of the degree programme and a brief description of the equipment of the classroom are provided. If part of the specialist classrooms is leased, the

number of students whose teaching is provided on the premises, and the duration of the lease shall be indicated for each such part.

Statement of the public health authority dated

Only premises where teaching has not yet taken place are listed.

Measures and conditions to ensure equal access

Information is provided on the consideration of the need to ensure conditions for equal access to higher education (Section 79(2)(c) of the HEA).

**C-V: Financial resources for the degree programme**

Educational activities financed from the state budget

"Yes" is indicated if the accreditation of the degree programme is requested by a HEI whose educational activities are financed mainly from the state budget.

Evaluation of the expected costs and resources for the implementation of the degree programme

To be completed only if the educational activities of the HEI are not predominantly financed from the state budget. A HEI whose educational activities are not predominantly financed from the state budget shall submit a basic financial balance sheet of the financial costs of implementing the degree programme, possibly related to the expected number of students, and the resources to cover these costs according to Part Two, Title I, Section D, Chapter VI, items 1,2 of Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education.

**Appendix D of the application for accreditation (Section 79(2)(d) of the HEA)**

**D-I: Intention to develop the degree programme and other related information**

The intention to develop the degree programme and its rationale (Section 79(2)(d) of the HEA)

Elaboration of the degree programme development plan and its rationale. Furthermore, the relationship of the submitted degree programme to other degree programmes of the same type and the same or similar focus carried out by the HEI (if the degree programme is to be carried out by a unit of the HEI, then also by that unit).



## **Appendix H of the application for accreditation (for applications for accreditation of degree programmes General Medicine according to WFME standards)**

### **H-I: Mission and values**

Link to the mission statement (a document setting out the goals, priorities and values of the faculty)

#### Mission and values

The main values, priorities and goals of the faculty are stated (in general terms). The commentary focuses on its purpose and relationship to society, the social relevance of the knowledge it produces, its educational aims, its research functions, and its relationship with health service providers.

### **H-II: Academic self-government and faculty governance**

Link to the document establishing the faculty's governance, academic self-government and the relationships among the HEI bodies (e.g., HEI/faculty statutes)

#### Faculty management and academic self-government

The organisational structure of the faculty, including individual bodies, their subsidiarity, and decision-making powers, is presented. The role of the academic self-government and its influence on faculty management will be described. Furthermore, the division of competences within the faculty in crisis management will be described.

#### Representation of students and academic staff in academic self-government

The ways in which students and academic staff are involved in the management and administration of the faculty are reported. It is necessary to specify how they can participate in the strategic planning of faculty development and evaluation of the quality of educational and creative activities of the faculty. Indicate what tools or mechanisms the faculty has developed to identify, assess, and overcome potential social or cultural barriers to student and academic staff participation in faculty management.

### **H-III: Admission procedures and study results**

Link to the regulations governing the objectives, principles and processes for the admission of students and the requirements of the admission procedure

#### Admission procedures

The objectives, principles, and processes for the admission of students and the requirements of the admission procedure are indicated. Describe the criteria set by the faculty for the admission of new students (e.g., the structure and focus of the admission procedure, including the lowest percentile threshold). Describe how limits are set for admission of new students.

#### Data on study results

The number of students admitted from the number of students applying for study in each academic year since the last accreditation of the degree programme, the success rate in the state final examinations since the last accreditation of the degree programme, the rate of continuation in study after the expiry of the first year of study since the last accreditation of the degree programme (*retention rate*), the success rate of graduates of the faculty in the USMLE examinations since the last accreditation of the degree programme are presented. The faculty will add a commentary on the form of the data that are provided.

### **H-IV: Assessment and support of students**

#### Link to the faculty's Study and Examination Regulation (or other documents codifying the classification and review mechanisms in student assessment)

#### Summative assessment

The system of student assessment is presented, which is the basis for decisions on progression and graduation. Describe how the threshold for success has been set for summative assessment (e.g., percentage of lowest exam score, etc.); what mechanisms and appeal options are available to students regarding assessment results; how assessment is used for students' progression to successive phases of the programme (e.g., pre-requisite system).

#### Formative assessment

The form in which students receive individual feedback on their learning outcomes is indicated (e.g., individual consultations during the course of study, feedback in the form of a written assessment of continuous work and tests, verbal assessment of exam results, etc.).

#### Counselling and support of students

Indicate how the faculty provides counselling and support to students in the areas of progression through their studies, professional and academic career development, financial issues related to their studies, and their mental and physical health. It is necessary to specify how the faculty identifies students who need these counselling services. Indicate how students are informed about these services and how the faculty uses consultation with student representatives to improve its services in this area.

### **H-V: Obtaining and evaluating feedback from students**

#### Link to results and evaluation of course surveys for the last 5 years

#### Instruments and evaluation of student feedback

The mechanisms and tools used by the faculty to obtain feedback from students on the quality of teaching (course surveys) are listed. Describe how the feedback outputs are used to improve the performance of academic staff, enhance the quality of courses taught within the degree programme and the functioning of the faculty.

## **H-VI: Staff**

Link to the faculty's Code of Ethics (or other documents governing the conduct of academic staff and students)

### Code of Ethics

Indicate the way in which the faculty/HEI's Code of Ethics treats the conduct of academic staff in relation to students and patients in the context of teaching. Describe how the Code of Ethics affects teaching in the clinical departments of the faculty and how the faculty trains and informs academic staff of the facts contained in the Code of Ethics.

### Professional development of academic staff

The tools and mechanisms the faculty has developed for the professional and academic development of academic staff are outlined. Indicate what administrative and financial resources are available to academic staff for their academic development (e.g., training and administrative support for grant applications, mobility funds or funds to support creative and research activities, etc.). Describe also how academic staff are informed of these opportunities.

## **H-VII: Clinical training**

Link to contracts with departments where clinical teaching takes place

### List of health service providers for clinical teaching

All health service providers where clinical teaching of 3 or more courses and a total duration of more than 8 weeks takes place will be included in the overview.<sup>8</sup>

### Departments providing clinical teaching

Specific health care provider departments necessary to provide adequate training in the clinical skills of the students identified in the curriculum, regardless of duration, shall be listed.

Indicate how the faculty ensures that students are adequately educated in the clinical skills specified in the curriculum. Describe how laboratory tutorials and simulation teaching (including the use of standardized and real patients in teaching) are implemented at the faculty; what criteria are established for the use of simulation teaching and real patients (including the ratio of these two components) in teaching. Indicate how the faculty has ensured sufficient access of students to clinical departments for all types of required training; on what basis the faculty combines student placements at inpatient and non-inpatient health care facilities; how the faculty ensures the involvement of health care staff in student practical teaching; and how the faculty ensures consistency of curriculum delivery in the clinical setting.

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<sup>8</sup> In accordance with the *Specific requirements on submission and assessment of applications for accreditation and the obligation of HEIs to inform NAB - applicable to HEIs with the Master study program General Medicine*, the NAB will carry out an on-site visit to all of these departments as part of the application assessment.