

Methodical guidelines on the information obligation of HEIs with institutional accreditation

Art. 1

Introductory provisions

1. Pursuant to Section 85(c) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Some Other Acts (the Higher Education Act), the HEI is obliged to inform the National Accreditation Bureau for Higher Education (hereinafter referred to as the "Accreditation Bureau") of significant changes that take place at the HEI and that have or may have an impact on the implementation of accredited activities.
2. Pursuant to Section 21(1)(c) and (h) and Section 42(1)(c) and (e) of the Higher Education Act, the HEI is obliged to inform the Accreditation Bureau in advance of changes made on the basis of the authorisations resulting from institutional accreditation and of changes in the list of implemented degree programmes and to provide the Accreditation Bureau with information necessary for its activities.
3. This methodological document defines the substantial changes in the exercise of authorisations resulting from institutional accreditation and the information required for the activities of the Accreditation Bureau.
4. The fundamental attributes of a degree programme cannot be changed in the course of the activity of the degree programme being implemented as partial changes. These are the following requirements listed in Section 44(2) of the Higher Education Act:
 - a) the name of the degree programme,
 - b) the type of degree programme
 - c) in the case of a Bachelor's or Master's degree programme, the profile of the degree programme,
 - d) the standard study period in the degree programme,
 - e) the academic degree awarded,
 - f) the field or fields of study within which the degree programme is to be implemented.

The above changes in the fundamental attributes of a degree programme can only be made through assessment and approval a new degree programme on the basis of the authorisations resulting from institutional accreditation.

Art. 2

Substantial changes in the exercise of authorisation resulting from institutional accreditation

1. Substantial changes under Section 85(c) of the Higher Education Act in the case of a higher education institution with institutional accreditation are:
 - a) changes approved by the HEI bodies based on authorisation resulting from institutional accreditation in the matter of:
 - i) the approval of a degree programme
 - ii) the termination of a degree programme
 - iii) the approval or termination of corrective measures for deficiencies in the implementation of the degree programme consisting in a ban on admitting further applicants to studies in the degree programme in question,

- b) changes in a degree programme implemented on the basis of the authorisations resulting from institutional accreditation, if the changes are changes in the data referred to in paragraph 2.
2. In the case of the approval of a degree programme on the basis of the authorisations resulting from institutional accreditation, the HEI shall indicate:
- a) the name of the degree programme, its type and mode of study, the academic degree awarded; in the case of a Bachelor's or Master's degree programme, the profile of the degree programme,
 - b) the profile of the degree programme graduate,
 - c) the standard study period with an average study load expressed in academic years,
 - d) in the case of a Master's degree programme, information on any authorisation to award academic titles pursuant to section 46(5) of the Higher Education Act and the academic title awarded pursuant to this provision,
 - e) the language of instruction,
 - f) the field or fields of study within which the degree programme is to be implemented; in the case of a combined degree programme, also the percentage of the basic topics belonging to each field of study in the curriculum,
 - g) the titles of the specialisations, in the case of a Bachelor's or Master's degree programme with specialisations,
 - h) the name, surname, academic titles and other information about the guarantor of the degree programme in the scope corresponding to Annex C-I of the *Guideline for the preparation and assessment of the application for degree programme accreditation*,
 - i) the faculty of the HEI if the degree programme is to be implemented at the faculty, or the institute that is to participate in the implementation of the degree programme,
 - j) the institution of the Czech Academy of Sciences if the degree programme is to be implemented in cooperation pursuant to Section 81 and Section 81d(2)(b) of the Higher Education Act,
 - k) the foreign HEI if the degree programme is to be implemented in cooperation pursuant to Section 47a of the Higher Education Act,
 - l) the location of the degree programme; the location is always understood to be a municipality,
 - m) the date until which the approval of the degree programme is valid, if such a date is set,
 - n) whether the degree programme is a degree programme the completion of which immediately fulfils the professional prerequisites for the exercise of a regulated profession or a degree programme aimed at training professionals in the field of security of the Czech Republic and the date of authorisation by the relevant regulatory body or the Ministry of Defence and the Ministry of the Interior,
 - o) the proposal for the classification of the degree programme in the field of study according to the International Standard Classification of Education (ISCED-F 2013) according to the third, detailed level¹.
3. In the event of the termination of a degree programme or a corrective measure, the HEI shall indicate the name of the degree programme, its type and mode of study, the data referred to in paragraph 2(c), (e) and (h) through (j) and the date on which the degree programme is to be

¹ A four-digit code; according to the classification methodology published on the website of the Ministry of Education, Youth and Sports.

terminated or the date on which the corrective measure is to take effect, or the date on which the corrective measure was terminated.

4. Information on the changes referred to in paragraph 1 shall be sent to the Accreditation Bureau **within 30 days of their approval by the body of the HEI**, including information on the date of their approval.
5. It is recommended to submit information on changes in a structure corresponding to the relevant form issued by the Accreditation Bureau.
6. If the location where the degree programme is to be implemented (paragraph 2(l)) differs from the location for which the HEI has provided a description of the teaching facilities and their equipment in the application for institutional accreditation for the relevant field or fields of education, the HEI shall also provide the Accreditation Bureau with a complete file of the degree programme and a detailed description of the personnel resources, facilities, material, information and financial resources for teaching and the manner in which the degree programme is to be implemented at the location where it is to be implemented. Information on the changes referred to in paragraph 1 and the data referred to in this paragraph shall be sent to the Accreditation Bureau at least 150 days prior to commencement of implementation of the degree programme; the provisions of paragraph 4 are not affected.

Art. 3

Information required for the activities of the Accreditation Bureau

1. A HEI with institutional accreditation shall send the Accreditation Bureau a report on the internal evaluation of the quality of the educational, creative and related activities of the HEI and an annual supplement to this report for the previous calendar year.
2. Degree programmes that have been granted accreditation by the Accreditation Bureau or the Ministry of Education, Youth and Sports, which belong exclusively to the fields of education for which the HEI has received institutional accreditation and are of the relevant type, are no longer subject to any previously stipulated obligation to submit a follow-up report to the Accreditation Bureau as of the entry into force of the decision on institutional accreditation. These follow-up reports will be discussed by the relevant authorities of the HEI who will also take appropriate action where necessary. The HEI informs the Accreditation Bureau about the results of their deliberation or other measures **once a year**.

Art. 4

Final provisions

1. This methodological document is without prejudice to the obligations of HEIs with institutional accreditation to inform about changes in the implementation of degree programmes that have been granted accreditation by the Accreditation Bureau
 - a) during the period of validity of institutional accreditation; or
 - b) prior to the granting of institutional accreditation, in the case of degree programmes implemented within a field or fields of study for which the HEI does not have institutional accreditation;these obligations are regulated by the *Methodical Guideline on the Obligation of HEIs to Inform about Changes in the Implementation of Accredited Activities* issued by the Accreditation Bureau.
2. The obligations to inform about changes in the implementation of degree programmes regulated by the *Methodical Guideline on the Obligation of HEIs to Inform about Changes in the*

Implementation of Accredited Activities do not apply to degree programmes that were granted accreditation by the Accreditation Bureau before the granting of institutional accreditation, if the degree programmes are implemented exclusively within fields of study for which the HEI has institutional accreditation. Such degree programmes are covered by this methodical document.

3. This methodical document is without prejudice to the obligations of HEIs with institutional accreditation to inform about changes in the implementation of habilitation procedures and procedures for the appointment of professors; these obligations are regulated by the *Methodical Guideline on the Obligation of HEIs to Inform about Changes in the Implementation of Accredited Activities* issued by the Accreditation Bureau.