

Methodical guidelines on the obligation of HEIs to inform about changes in the implementation of accredited activities

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. This methodical guideline defines the substantial changes in the implementation of degree programmes and fields of the habilitation procedure and the procedure for the appointment of professors accredited by the Accreditation Bureau¹, it regulates the procedure for informing about these changes and also defines the matters in which an application for the expansion of accreditation of a degree programme is submitted and regulates the procedure for terminating the implementation of a part of the degree programme.

Art. 2

Changes to an accredited degree programme

1. Substantial changes under Section 85(c) of the Higher Education Act in the case of a degree programme include:
 - a) a change of the guarantor of the degree programme
 - b) changes in the composition of more than one-third of the members of the Doctoral degree programme's board,
 - c) a change in study objectives or a change in the profile of the graduate,
 - d) study plan changes:
 - i) changes to profile core courses², which consist in adding new courses, cancelling existing ones or substantially changing the content of existing courses³, if these changes have a substantial impact on the profile of the graduate or the acquisition of knowledge and skills linked to the profile that are verified by the state final (advanced Master's) examination (hereinafter referred to as the "state examination"),
 - ii) in the case of a Doctoral degree programme, a relaxation of the conditions for individual study plans, in particular a reduction in the requirements for study obligations, creative activity and completion of internships, if these changes have a significant impact on the profile of the graduate or the acquisition of knowledge and skills linked to the profile that are verified by the state Doctoral examination,
 - iii) changes to the components of the state examination or the state Doctoral examination or to the content of these components which have a significant impact on the profile of the graduate or which change the basic topics in which the state examination verifies knowledge or skills linked to the profile; this point also applies accordingly to the state advanced Master's examination pursuant to section 46(5) of the Higher Education Act,

¹ This document does not apply to the implementation of degree programmes approved by the HEI on the basis of authorisation resulting from institutional accreditation.

² The courses of the profile core also include the basic theoretical profile core courses.

³ The incorporation of new knowledge from scientific, artistic or other creative activities into the course annotation is not considered a substantial change in the content of the course. For courses taught in the distance mode, a substantial change in the scope of consultations, study sessions or other forms of contact with the teacher is considered to be a substantial change in the content of the course.

- iv) a reduction in the overall scope or a change in the type of practical training in the case of a professionally oriented degree programme, or where such a reduction or change has a significant impact on the profile of the graduate or the acquisition of the knowledge and skills linked to the profile that are verified by the state examination,
 - e) changes in the resources for the degree programme:
 - i) changes in personnel resources exceeding half of the guarantors of the profile core courses compared to the original data; a change is considered to be the replacement of the originally stated guarantor of the course by another person or a different manner of termination the activity of the originally stated guarantor⁴ and, in the case of fundamental theoretical profile core courses, also a reduction in the working hours of the guarantor of this course compared to the original data,
 - ii) a substantial reduction in the study literature or expert databases to which students have access or substantial restrictions on such access,
 - iii) a change of location or the addition of another location of implementation of the degree programme⁵,
 - iv) a substantial reduction in the overall capacity of teaching rooms for theoretical teaching in the degree programme or a substantial reduction in practical teaching in specialist classrooms for profile core courses,
 - v) substantial changes to the contract with the legal entity or foreign HEI with which the degree programme is carried out in cooperation,
 - f) changes in the number of students enrolled if the number of students increases by more than 30% compared to the original figure,
 - g) changes consisting in the intention to implement an accredited degree programme in cooperation with a foreign HEI pursuant to Section 47a of the Higher Education Act, including possible extension to another cooperating foreign HEI, or the intention to terminate cooperation with a foreign HEI in the implementation of a degree programme.
2. The changes referred to in paragraph 1 shall always be assessed cumulatively, in relation to the data provided in the application for accreditation, or, if the HEI has already provided the Accreditation Bureau with information on the changes referred to in paragraph 1 during the validity of the accreditation, in relation to the data provided in this previous information.
 3. Information on the changes referred to in paragraph 1 shall be sent to the Accreditation Bureau within 60 days of their entry into force (implementation into educational activities). Information on changes shall be submitted on the appropriate form specified in the Accreditation Bureau's *Guideline for the preparation and assessment of the application for degree programme accreditation*, and it is sufficient to complete only those parts of the form that relate to the changed data.

Art. 3

Expansion of accreditation of a degree programme, termination of part of the degree programme

1. If it is the intention of the HEI
 - a) to add a faculty of the HEI where the degree programme is to be implemented or an institute of the HEI that is to participate in the implementation of the degree programme,
 - b) to add the legal entity with which the degree programme is to be implemented in cooperation in accordance with Section 81 of the Higher Education Act,
 - c) to be authorised to award academic titles pursuant to Section 46(5) of the Higher Education Act; or

⁴ An increase in a person's level of qualification, e.g., appointment as associate professor or professor, is never considered a change.

⁵ The location is always understood to be the municipality.

- d) to add a study plan for a new specialisation, aggregate study or another mode of study, the Accreditation Bureau cannot be informed of these changes in the manner specified in Article 2, but the HEI shall submit an application for the expansion of degree programme accreditation.
2. If it is the intention of the HEI to terminate
- a) the implementation of the degree programme at one of the faculties where it is carried out,
 - b) the implementation of a degree programme in one of the modes of study in which it is carried out, or
 - c) the implementation of a degree programme according to one of its study plans,
- it shall inform the Accreditation Bureau in writing. On the basis of the information sent by the HEI, the Accreditation Bureau will issue a statement acknowledging the termination of the activity in question⁶.

Art. 4

Changes in the fundamental attributes of the degree programme (Section 44(2) of the Higher Education Act)

1. The fundamental attributes of a degree programme cannot be changed in the course implementation of the degree programme 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.
2. The above changes in the fundamental attributes of a degree programme can only be made through accreditation of a new degree programme.

Art. 5

Changes to the accredited field of the habilitation procedure or the procedure for appointment of professors

1. Substantial changes pursuant to Section 85(c) of the Higher Education Act in the case of the habilitation procedure and the procedure for appointment of professors include:
 - a) a change in academic staff securing the field⁷,
 - b) a change in the members of the scientific board or artistic board of the HEI or the scientific board or artistic board of a unit of a HEI listed in the application for accreditation⁹,
 - c) a substantial change in the requirements imposed on the applicant.
2. Information on the changes referred to in paragraph 1 shall be sent to the Accreditation Bureau within 60 days of their entry into force, using the appropriate form specified in the *Guideline for the preparation and assessment of the application for accreditation of habilitation procedures and procedures for appointment of professors*, whereby it is sufficient to complete only those parts of the form that relate to the changed data.

⁶ This is a situation where the HEI does not want to terminate a degree programme, but wants to give up part of it.

⁷ If a HEI has indicated in its application for accreditation more than two academic staff members securing the field of the habilitation or the procedure for appointment of professors, then a substantial change is such a change that results in the fact that not even the minimum number of these staff members (i.e. two associate professors or professors in the case of the habilitation field, or one professor and one associate professor or professor in the case of the procedure for appointment of professors) meet the conditions for securing the field.

⁹ These are two members of the scientific (artistic) board of the application for accreditation who are eminent experts in the field or in a field that corresponds to the area of study within the meaning of Section 82(6)(b) of the Higher Education Act.

Annex 1

Follow-up reports (i.e., information and data requested by the Accreditation Bureau in connection with accredited activities pursuant to Section 21(1)(c) of the Higher Education Act) and information on changes in the implementation of accredited activities are submitted in the following form:

1. follow-up reports and information on changes in the implementation of degree programmes:
 - a) follow-up reports, or information on modifications to the study objectives or the profile of the graduate - the HEI shall submit Annex B-I of the application for accreditation, accompanied by a commentary or justification of the changes made,
 - b) follow-up reports, or information on changes in the implementation of the degree programme concerning modifications to the study plans - the HEI shall submit annexes B-IIa and B-III of the application for accreditation (annex B-III only for courses where changes have been made), accompanied by a commentary or justification of the changes made,
 - c) follow-up reports on modifications of the study obligations of students of Doctoral degree programmes - the HEI shall submit Annex B-IIb (or, depending on the nature of the matter, also annex B-III for courses where the change has been made) of the application for accreditation, accompanied by a commentary on the changes made,
 - d) follow-up reports, or information on changes in the implementation of the degree programme concerning modifications to the content of the state final examination - the HEI shall submit Annexes B-IIa and B-IIb of the application for accreditation accompanied by a commentary or justification of the changes made,
 - e) follow-up reports on modifications to the content of individual courses, on updating study literature, etc. - the HEI shall submit Annex B-III (for courses where changes have been made) of the application for accreditation, accompanied by a commentary on the changes made,
 - f) follow-up reports, or information on changes in the implementation of the degree programme concerning the provision of practical training - the HEI shall submit Annex B-IV of the application for accreditation, accompanied by the relevant commentary,
 - g) follow-up reports on personnel resources and/or on the publication and other creative activities of teachers - the HEI shall submit Annexes B-IIa (or in the case of Doctoral degree programmes B-IIb) and C-I (for all teachers involved in the implementation of the degree programme) of the application for accreditation, accompanied by the relevant commentary; data on publication activities, respectively the results of scientific research activities, shall be provided by the HEI in the structure according to standard categories (e.g., see Methodology for the Evaluation of Research Organisations and Completed Programmes of Targeted Support 2017+),
 - h) follow-up reports on the creative, or scientific or artistic activities of the department that ensures the implementation of the degree programme - the HEI shall submit Annex C-II of the application for accreditation, accompanied by the relevant commentary,
 - i) follow-up reports, the subject of which is the inspection of study supports for the provision of teaching in the combined form of study - the HEI provides access to the system in which all study supports for the provision of teaching of the given degree programme in the combined form of study are available; in the case when it is not possible for technical reasons to restrict access in the given system exclusively to the study supports that are subject to inspection (i.e. the access data provided will also allow access to study supports for the provision of teaching in other degree programmes for which the follow-up report has not been requested), the HEI will provide either direct links to the specific study supports that are subject to the inspection or, if this is not possible for technical reasons, at least a complete list of them with the exact titles under which they are available in the system,

- j) information on a change of the degree programme guarantor^[1] - the HEI shall submit Annex C-I of the application for accreditation for the new degree programme guarantor, accompanied by a justification of the change,
 - k) information on changes in personnel resources for the degree programme (in the case of Doctoral degree programmes, including information on changes in the composition of the programme board) - the HEI shall submit Annexes B-IIa (or in the case of Doctoral degree programmes B-IIb) and C-I (for all new teachers, or all new members of the programme board) of the application for accreditation, accompanied by a justification of the changes,
 - l) information on the change of location or the addition of an additional location of the degree programme - the HEI shall submit Annexes B-IIa (or B-IIb in the case of Doctoral degree programmes), C-I, C-III, C-IV and D-I for the new location of the degree programme, accompanied by a justification of the requested change,
 - m) information on the increase in the number of applicants enrolled for study - the HEI shall submit Annexes B-IIa (or B-IIb in the case of Doctoral degree programmes), C-I and D-I of the application for accreditation, accompanied by a justification of the requested change.
 - n) Information regarding cooperation with a foreign higher education institution pursuant to Section 47a of the Higher Education Act – documentation on the validity of foreign accreditation or other forms of recognition of a foreign higher education degree programme with related content under the legislation of the home state of the foreign higher education institution is provided by the HEI, or documentation on the submission of an application by the foreign higher education institution for such foreign accreditation or recognition is provided. In addition, in accordance with Section 47a(2) of the Higher Education Act, the HEI shall provide an agreement between the participating HEIs or the wording of its intention confirmed by all participating HEIs regulating the terms of cooperation.
2. follow-up reports and information on changes in the implementation of habilitation procedures and procedures for appointment of professors:
- a) follow-up reports and information on changes in the implementation of habilitation procedures and procedures for appointment of professors concerning changes in the requirements for candidates for habilitation procedures/procedures for appointment of professors - the HEI shall submit Annex C-I of the application for accreditation of habilitation procedures and procedures for appointment of professors, accompanied by the relevant commentary or justification,
 - b) follow-up reports and information on changes in the implementation of the habilitation procedures and procedures for appointment of professors concerning the personnel resources for the habilitation procedures/procedures for appointment of professors - the HEI shall submit Annexes F-I (or, depending on the nature of the case, F-II) and F-V of the application for accreditation of the habilitation procedure and procedure for appointment of professors, accompanied by the relevant commentary,
 - c) information on a change in the composition of the scientific or artistic board of the HEI - the HEI shall submit Annexes F-III and F-V of the application for accreditation of the habilitation procedure and the procedure for appointment of professors, accompanied by the relevant commentary (the information shall be submitted only in the case of a change in the members of the scientific or artistic board serving on the scientific or artistic board within the meaning of the Annex to Government Regulation No. 274/2016 Coll, on Standards for Accreditation in Higher Education, Part Three, Section B, Chapter II, point 8, or Part Four, Section B, Chapter II, point 6; Annex F-V is attached by the HEI only in the case of newly appointed members of the scientific or artistic board),
 - d) information on a change in the composition of the scientific or artistic board of a unit of the HEI - the HEI shall submit Annexes F-IV and F-V of the application for accreditation of the habilitation procedure and the procedure for appointment of professors, accompanied by the relevant

^[1] In the case of a change in the guarantor of an area of study forming part of a degree programme accredited under Act No.111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Act on Higher Education Institutions), as in force until 31. 8. 2016, the same procedure is followed.

commentary (the information shall be submitted only in the case of a change in the members of the scientific or artistic board serving on the scientific or artistic board within the meaning of the Annex to Government Regulation No. 274/2016 Coll, on Standards for Accreditation in Higher Education, Part Three, Section B, Chapter II, point 8, or Part Four, Section B, Chapter II, point 6; Annex F-V is attached by the HEI only in the case of newly appointed members of the scientific or artistic board).

3. In cases not mentioned here, the procedure shall be based on the nature of the case, using as far as possible the annexes to the application for accreditation.
4. The required comments or justifications for the changes made, which form part of the follow-up report, or information on the implementation of accredited activities, are prepared in the following structure: 1) description of the identified deficiencies/status to date, 2) description of the changes made by the HEI, 3) evaluation of the changes made.
5. In the case of information on the implementation of accredited activities, the NAB requests a consistent distinction between information submitted to the NAB according to the *Methodical Guideline on the Obligation of HEIs to Inform about Changes in the Implementation of Accredited Activities* and information submitted to the NAB according to the *Methodical Guideline on the Information Obligation of HEIs with Institutional Accreditation*. It is recommended that information according to the two methodologies mentioned above should always be submitted as separate documents (and not together).