

In accordance with Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered modification No. III to the Masaryk University Degree Programme Quality Approval, Management and Evaluation Regulations on 24 February 2022 under Ref. No. MSMT-4647/2022-2.

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Mgr. Karolína Gondková
Director of the Department of Higher Education Institutions

MODIFICATION NO. III TO MASARYK UNIVERSITY INTERNAL REGULATION MASARYK UNIVERSITY DEGREE PROGRAMME QUALITY APPROVAL, MANAGEMENT AND EVALUATION REGULATIONS

Section 1

The Masaryk University Degree Programme Quality Approval, Management and Evaluation Regulations have been modified as follows:

1. Section 4 subsection 6 has been modified to:

"(6) The study mode indicates whether the studies are full-time, distance or combined. (Section 44 subsection 4 of the Act)."

2. Section 9 subsection 2 clause c) has been modified to:

"c) at least one student representative for a given degree programme or a graduate of a given degree programme enrolled in active studies at MU;"

3. Section 9 subsections 4 and 5 have been modified to:

"(4) Programme board members in accordance with subsection 2 clauses b) to d) are appointed and dismissed by the dean. In the case of members listed in subsection 2 clause b) and d), this is done on the basis of a proposal submitted by the degree programme guarantor. In the case of members listed in subsection 2 clause c) this is done on the basis of a direct nomination by students of the given degree programme through the Information System of MU, or as the case may be, upon a nomination by the Student Chamber of the Academic Senate of the faculty (hereinafter referred to as "faculty SCAC"). Any student of the given degree programme or its graduate enrolled in active studies at MU may be nominated. The dean may also dismiss a programme board member on his or her own initiative.

(5) Programme board membership expires on the date on which a member ceases to fulfil requirements which form the basis for his or her appointment, on the

day after he or she resigns office or on the day he or she is dismissed from office by means of the procedure described in subsection 4. Programme board membership shall not expire in the case of a student who, during his or her term of office, successfully completes the studies in the degree programme to which his or her membership relates, but continues to be enrolled in active studies at MU, or has been admitted to another degree programme at MU. In case the programme board member does not enrol in further studies at MU, his or her membership shall expire; programme board membership shall also expire after the vain lapse of the deadline for enrolment."

4. Section 9 subsection 8 clause d) has been modified to:

"d) discusses self-evaluation reports on the fulfilment of requirements arising from the MU Degree Programme Quality Standards (section 14, subsection 4);".

5. Section 13 has been added a new subsection 6 in the wording:

"(6) In case the respective quality assurance processes have a set structure of documents, it is deemed to be a binding structure determined by the MUIEB, published on its website."

6. Section 14 including the heading has been modified to:

"Section 14

Internal Degree Programme Evaluation

- (1) Internal degree programme evaluation processes are conducted during the course of degree programme implementation as well as prior to the granting of authorization for degree programme implementation and include specifically:
 - a) evaluation of the degree programme establishment (section 15);*
 - b) evaluation of proposals for field of study transformation to the degree programme (section 23);*
 - c) regular internal evaluation of currently implemented degree programmes (subsections 2 to 13).**
- (2) Actively implemented degree programmes at MU in Bachelor's, Master's and doctoral degree programmes are subject to regular internal quality evaluation, which includes:
 - a) internal degree programme evaluation conducted once every five years (subsections 4 to 11), unless the dean or MUIEB stipulate that an internal degree programme evaluation take place earlier. Internal evaluation of doctoral degree programmes is interconnected with the regular evaluation of research at MU, whereas doctoral degree programmes may also be evaluated jointly in predefined groups determined for such purpose by the dean.*
 - b) regular annual updates to the internal degree programme evaluation (subsections 12 to 13).**

A schedule of planned internal evaluations of degree programmes, including the determination of groups of jointly evaluated doctoral degree programmes, if applicable, for the calendar year at a given faculty shall be submitted by the dean to the MUIEB for approval before the end of the previous calendar year.

- (3) *In case a degree programme is evaluated in accordance with subsection 2 clause a) in a given calendar year, no regular updates in accordance with subsection 2 clause b) are conducted. In case a degree programme is scheduled for cancellation (section 19 subsection 2), the relevant cancellation plan usually replaces internal evaluation of the degree programme.*
- (4) *Within the internal evaluation framework, the degree programme guarantor shall prepare, in cooperation with the heads of units implementing a relevant degree programme and with course guarantors, a self-evaluation report with the prescribed structure, which evaluates the fulfilment of requirements arising from the MU Degree Programme Quality Standards (hereinafter referred to as the "self-evaluation report"). The self-evaluation report prepared by the degree programme guarantor is based on:*
- a) *degree programme specification (section 4);*
 - b) *data attachments generated from the IS MU;*
 - c) *internal evaluation of the degree programme for the past 5 years, including course opinion poll results and other evaluation outputs.*
- (5) *The composition of the evaluation panel is proposed for the purposes of internal evaluation, and includes at least the following:*
- a) *for Bachelor's and Master's degree programmes:*
 - 1. *a student representative enrolled in active studies at MU in a given degree programme or an alumni representative of a given degree programme;*
 - 2. *a representative of employers of the graduates of a given degree programme;*
 - 3. *academic employee active in a given or related field who is not involved in the implementation of the degree programme;*
 - b) *in the case of doctoral degree programmes, two academic employees active in a given or related field who are not employed by MU, of whom at least one has relevant and up-to-date professional experience gained outside the Czech Republic and Slovak Republic.*

The panel evaluating doctoral degree programmes may be common to an evaluated group of doctoral degree programmes with a similar content.

- (6) *The proposal for the composition of the evaluation panel for Bachelor's and Master's degree programmes is approved by the dean. The proposal for the composition of the evaluation panel for doctoral degree programmes is approved by the Rector.*
- (7) *The degree programme guarantor ensures that the approved evaluators are provided with the following in a suitable manner:*
- a) *self-evaluation reports;*
 - b) *data attachments generated from the IS MU.*

For Bachelor's and Master's degree programmes it applies that within 30 days of the provision of the documents, the evaluators shall prepare and submit to the degree programme guarantor a recommendation for further degree programme development in which they assess the fulfilment of the requirements arising from the MU Degree Programme Quality Standards and propose recommendations for improving degree programme quality. In the case of doctoral degree programmes, the evaluators shall prepare the recommendations for improving degree programme quality on the basis of an evaluation meeting within 14 days after the meeting.

- (8) *The evaluation meeting:*
- a) *for Bachelor's and Master's degree programmes, is always attended by at least two evaluators and the dean. The evaluation meeting is also usually attended by a MUIEB member, members of the programme board, head(s) of the unit(s) where the degree programme is implemented, a representative of the MU Rector's Office, representatives of the dean's council or Rector's Council, a representative of the student chamber of a faculty academic senate and other persons proposed by the degree programme guarantor;*
 - b) *for doctoral degree programmes, is always attended by evaluators and guarantors of all jointly evaluated doctoral degree programmes. The evaluation meeting is also usually attended by a MUIEB member, members of the doctoral board(s) and other guests. The evaluation meeting always has a separate part attended only by the evaluation panel and at least one student for each jointly evaluated doctoral degree programme.*
- (9) *In accordance with subsection 8, the degree programme guarantor shall ensure that all evaluation panel members and other participants of the evaluation meeting are provided in a timely manner, no less than one week before the meeting with:*
- a) *self-evaluation reports;*
 - b) *data attachments generated from the IS MU;*
 - c) *recommendations for further degree programme development submitted by the evaluators.*
- (10) *On the basis of documents specified in subsection 9 and in view of the outcomes of the evaluation meeting, the degree programme guarantor shall prepare a degree programme development proposal which defines the degree programme's future strategic objectives. The degree programme development proposal is considered approved by the dean once the proposal is entered into the IS MU. The degree programme development proposal includes:*
- a) *long-term degree programme development objectives for the next five-year period;*
 - b) *an action plan for the upcoming year.*
- (11) *The self-evaluation report, data attachments, recommendations for further degree programme development and the approved degree programme development plan constitute the complete documentation of the internal evaluation process, which is subsequently stored and archived in the IS MU. The documentation is available to members of the programme board, MUIEB and MU and faculty academic bodies. The degree programme development plan is also available to the academic employees and students of a given degree programme.*
- (12) *The degree programme development plan is continuously, but at least once a year, evaluated and updated by the programme board or the doctoral board. The degree programme guarantor is responsible for recording meeting minutes which include a structured evaluation of degree programme implementation throughout the past year.*
- (13) *Meeting minutes in accordance with subsection 12 are stored and archived in the IS MU and are available to members of the programme board, MUIEB and MU and faculty academic bodies."*

7. Section 15 subsection 3 has been modified to:

"(3) The evaluators' proposal includes at least:

- a) a proposal of an evaluator who is an expert in the given or related field, has relevant and up-to-date professional experience gained outside the Czech Republic and Slovak Republic and is not employed by MU;*
- b) a proposal of an evaluator who is an expert in the given or related field and is not employed by MU.*

The programme guarantor may extend the evaluation panel with other proposed evaluators."

8. Section 15 subsection 7 clauses a) and b) have been modified to:

"a) in the case of a degree programme to be carried out under institutional accreditation:

- 1. a structured application for degree programme approval which includes the degree programme specification;*
- 2. a structured self-evaluation report on the fulfilment of requirements arising from the MU Degree Programme Quality Standards;*
- 3. list of staff for the proposed degree programme;*

b) in the case of a degree programme to be carried out under accreditation provided by the Accreditation Bureau:

- 1. a structured application for accreditation in accordance with Section 79 subsection 2 of the Act;*
- 2. a structured self-evaluation report in accordance with section 79 subsection 2 clause e) including an attachment on the fulfilment of requirements arising from the MU Degree Programme Quality Standards;"*

9. Section 15 subsection 10 has been modified to:

"(10) The proposed guarantor shall provide all participants with the following sufficiently in advance of the evaluation meeting:

- a) proposal for the establishment of a degree programme;*
- b) reports submitted by the evaluators."*

10. Section 15 subsection 11 has been modified to:

"(11) The proposed degree programme guarantor or a person designated by the dean shall prepare structured meeting minutes and, if necessary, update the proposal for degree programme establishment. The degree programme guarantor shall include the reports submitted by the evaluators and evaluation meeting minutes into the proposal for degree programme establishment."

11. Section 15 subsection 18 has been modified to:

"(18) In case the MUIEB does not approve a proposal for degree programme establishment, it shall decide, based on the nature of found deficiencies, whether the proposal is to be returned for overhaul or rejected."

12. Section 15 subsection 22 clauses a) to c) have been modified to:

- "a) a structured application for degree programme approval which includes the degree programme specification;
- b) part of self-evaluation report on the fulfilment of requirements arising from the MU Degree Programme Quality Standards concerning specific requirements for degree programmes conducted in a foreign language;
- c) list of staff for the proposed degree programme."

13. Section 16 subsection 2 has been modified to:

"(2) A proposal for degree programme expansion is discussed by the programme board of a given degree programme. Following the approval by the programme board, a proposal for the expansion of a degree programme is drafted; the proposal includes:

- a) in the case of a degree programme carried out under institutional accreditation:
 1. a structured application for degree programme expansion which includes the degree programme specification;
 2. a structured self-evaluation report on the fulfilment of requirements arising from the MU Degree Programme Quality Standards;
 3. list of staff for the degree programme;
 4. internal degree programme evaluation documents for the past 5 years;
- b) in the case of a degree programme carried out under accreditation provided by the Accreditation Bureau:
 1. a structured application for accreditation expansion in accordance with Section 80, subsection 4 of the Act;
 2. a structured attachment to the self-evaluation report on the fulfilment of requirements arising from the MU Degree Programme Quality Standards;
 3. internal degree programme evaluation documents for the past 5 years."

14. Section 18 subsection 2 clause a) 2. and 3. has been modified to:

- "2. list of staff for the proposed degree programme;
- 3. internal degree programme evaluation documents for the past 5 years;"

15. Section 18 subsection 6 clause b) has been modified to:

"b) permission of a body authorizing the degree programme implementation in the case of a degree programme to be implemented outside of institutional accreditation if the original permission was issued more than 10 years before."

16. Section 23 subsection 4 clause b) has been modified to:

"b) data attachments generated from the IS MU."

Section 2

- (1) This modification No. III to the Masaryk University Degree Programme Quality Approval, Management and Evaluation Regulations has been approved in accordance with Section 9(1)(b)(3) of Act No. 111/1998 Coll. on Higher Education

Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), as amended, by the Masaryk University Academic Senate on 17 January 2022.

- (2) This modification No. III to the Masaryk University Degree Programme Quality Approval, Management and Evaluation Regulations shall enter into force in accordance with Section 36(4) of the Higher Education Act on the day of registration with the Ministry of Education, Youth and Sports.
- (3) This modification No. III to the Masaryk University Degree Programme Quality Approval, Management and Evaluation Regulations shall enter into effect as of 1 March 2022.

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Rector