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*In accordance with section 36, subsection 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 the Masaryk University Degree Programme Quality Approval Management and Evaluation Regulations on 2 June 2017 under Ref. No. MSMT-15991/2017.*

*In accordance with section 36, subsection 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 the I. modifications to the Masaryk University Degree Programme Quality Approval Management and Evaluation Regulations on 15 December 2018 under Ref. No. MSMT-34141/2017.*

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# I.

## **Consolidated text of the Masaryk University Degree Programme Quality Approval, Management and Evaluation Regulations**

*(Applicable from 10. January 2018)*

### Part One **General Provisions**

#### Section 1 **General Provisions**

- (1) The Masaryk University Degree Programme Quality Approval, Management and Evaluation Regulations constitute an internal regulation in accordance with section 17, subsection 1, letter k of Act No. 111/1998 on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), as amended (hereinafter referred to as "Act"), and section 54, subsection 2, letter m of the MU Statutes.
- (2) This internal regulation specifies the following:
  - a) key degree programme quality assurance principles at MU;
  - b) formal degree programme and course requirements;
  - c) roles, competences and responsibilities of individual participants in the degree programme quality assurance system;
  - d) establishment of a system of organizational and procedural rules under which MU degree programmes are approved, implemented and regularly evaluated in order to ensure their quality;

- e) transitional provisions governing the application of these Regulations in the case of degree programmes implemented as of 31 August 2016 on the basis of valid accreditation;
- f) MU degree programme quality standards, which constitute an annex to these Regulations.

## Section 2

### Degree Programme Quality Assurance Principles

Degree programme quality assurance principles are based on MU quality assurance system principles enshrined in the internal MU regulation on Quality Assurance System Rules for Educational, Creative and Associated Activities and Internal Evaluation System Rules for Educational, Creative and Associated Activities at MU (hereinafter referred to as "Quality Assurance System Rules"). Degree programme quality assurance:

- a) focuses on continuously improving MU educational activities and achieving sustainable excellence in line with the needs of all parties involved;
- b) exploits the involvement of students, employers and other partners outside MU in order to provide an overall view of the definition and implementation of a degree programme;
- c) develops and supports open discussion on education quality among members of the MU academic community.

## Part Two

### Degree Programme and Course

#### Section 3

##### Degree Programme

- (1) A degree programme constitutes a coherent, clearly defined educational unit which meets the essential requirements defined by law and by these Regulations.
- (2) Degree programmes of close or related subject matter are prepared, approved and implemented within a field of education, i.e. a factually delineated segment of higher education with a common theoretical and methodological basis (section 44a, subsection 1 of the Act).
- (3) Authorization to implement a degree programme, i.e. to admit applicants for studies, teach, hold examinations and award academic degrees, is based on:
  - a) degree programme approval by the MU Internal Evaluation Board (hereinafter referred to as "MUIEB") on the basis of institutional accreditation for a relevant field of education, or
  - b) degree programme accreditation granted by the National Accreditation Bureau for Higher Education (hereinafter referred to as "Accreditation Bureau").
- (4) The entity authorized to implement a degree programme (hereinafter referred to as "authorized entity") is a faculty. Together with the authorized entity, a degree programme may be implemented in collaboration with the following:
  - a) another MU faculty;
  - b) MU university institute;
  - c) another public higher education institution;
  - d) another legal entity.
- (5) A list of degree programmes implemented at Masaryk University, including their specifications, is published by MU in the public section of its website.

## Section 4

### Degree Programme Specification

- (1) A degree programme is defined by a specification listed in the MU Information System (hereinafter referred to as "IS MU") in both Czech and English. A degree programme specification may also be defined and listed in another foreign language in case the degree programme is implemented in this language instead of English.
- (2) A degree programme specification is based on authorization to implement a degree programme or, as the case may be, on an approved change of authorization to implement a degree programme (section 17); in the case of a degree programme which has not yet been authorized for implementation, a degree programme specification is based on an intention to implement a degree programme. A degree programme specification is binding for its implementation as well as for any external presentation of the degree programme. It enters into all degree programme quality assurance processes.
- (3) A degree programme specification includes:
  - a) degree programme name and code;
  - b) degree programme type, in the case of Bachelor's and Master's degree programmes also its profile;
  - c) form of study and language in which the degree program is implemented;
  - d) duration of degree programme implementation accreditation or degree programme accreditation;
  - e) designation of the authorized entity and, where applicable, the designation of an entity involved in the implementation of the degree programme in accordance with section 3, subsection 4, letters a to d;
  - f) degree programme guarantor and list of programme board members or doctoral board members in the case of doctoral degree programmes;
  - g) study objectives, including basic information about the curriculum and focus of studies, definition of its key characteristics, values and mission;
  - h) graduate profile, which includes:
    1. academic title awarded;
    2. anticipated learning outcomes including the specific knowledge, skills and general competences which a graduate should acquire during the course of studies;
    3. description of the nature of professions which a graduate is to be trained for, description of the nature of a future application sector or prospective employers;
  - i) conditions to be fulfilled during the course of studies in order to achieve successful completion;
  - j) standard duration of studies;
  - k) rules and conditions governing the development of study plans or individual study plans in the case of doctoral degree programmes, or the duration of professional training, if applicable;
  - l) study plan or multiple study plans, defining:
    1. compulsory courses, selective courses, elective courses, key profile courses and key theoretical profile courses of a degree programme, parts of state examinations;

2. temporal and content-related course succession, form of studies and manner of study results verification;
  - m) description of the nature of courses included in a study plan or in an individual study plan in the case of a doctoral degree programme;
  - n) information on whether a degree programme is designed to prepare graduates for the performance of a regulated profession;
  - o) area or areas of education in which a degree programme is implemented, in the case of a combined degree programme (section 44, subsection 8 of the Act) also the percentage of teaching associated with basic thematic areas belonging to individual educational areas;
  - p) continuity with other degree programme types in the same or related educational area(s).
- (4) A degree programme may be either Bachelor's (section 45 of the Act), Master's (section 46 of the Act) or doctoral (section 47 of the Act).
  - (5) The profile of a Bachelor's or Master's degree programme may be (section 44, subsection 5 of the Act):
    - a) professionally focused with emphasis on mastering practical skills necessary for the practice of a profession requiring certain theoretical knowledge, or
    - b) academically focused with emphasis on acquiring theoretical knowledge necessary for the pursuit of a profession, including its application in scientific and research, development and innovation, artistic or other creative activities (hereinafter referred to as "creative activity") and providing opportunities for acquiring the necessary practical skills.
  - (6) Studies may be full-time or combined (section 44, subsection 4 of the Act).

#### Section 5 Course

- (1) A course, identified by a unique code, constitutes a basic unit of studies.
- (2) A course is compulsory in case its completion, including the prescribed completion mode, is a compulsory requirement for studies.
- (3) A course is selective in case it forms part of a compulsory group of courses. Compulsory groups of courses are sets of courses of which a student is required to complete a certain number – including the prescribed course completion mode – or is required to gain a given number of credits.
- (4) A key profile course is a compulsory or selective course which, when completed, ensures that a student exhibits the knowledge or skills essential for achieving learning outcomes listed in the degree programme specification of a relevant course. Key profile courses along with the relevant learning outcomes form the basis for knowledge or skills comprising basic thematic areas verified by state examinations.
- (5) A key theoretical profile course constitutes a subgroup of key profile courses, which is also associated with the theoretical and methodological basis of a relevant educational area.
- (6) Other courses are optional in relation to studies.
- (7) A list of courses implemented at Masaryk University, including their specifications, is published by MU in the public section of its website.

## Section 6

### Course Specification

- (1) A course is defined by a specification listed in IS MU in both Czech and English. A course specification may also be defined and listed in another foreign language in case the course is implemented in this language instead of English.
- (2) A course specification is based on authorization to implement a degree programme, or on an approved modification to authorization to implement a degree programme. It is obligatory for the implementation of a course and enters into all processes associated with degree programme quality assurance.
- (3) A course specification includes:
  - a) course name and code;
  - b) language, in case the course is not implemented in the language of the degree programme (section 4, subsection 3, letter c);
  - c) course load expressed in credits;
  - d) unit implementing the course;
  - e) course guarantor;
  - f) teacher;
  - g) course objectives, stipulating basic information about the course and study content;
  - h) course learning outcomes;
  - i) syllabus, i.e. a list of taught, thematically delimited areas;
  - j) compulsory or recommended study literature;
  - k) teaching form;
  - l) teaching methods;
  - m) course completion and termination modes,
  - n) evaluation methods defining formal and content-related course completion requirements.

## Part Three

### Competences and Responsibilities of Individuals and Authorities in Quality Assurance Processes

## Section 7

### Degree Programme Guarantor

- (1) A guarantor from among the academic employees of an authorized entity (section 3, subsection 4) is appointed for each degree programme no later than three months after the entity has been authorized to implement the degree programme. The degree programme guarantor is responsible for the quality of degree programme content and is tasked with the coordination of teaching as well as degree programme evaluation and development.
- (2) A degree programme guarantor must be an academic employee who meets the appropriate professional and organizational prerequisites for the performance of this function, i.e. a person who meets requirements stipulated by the Act (especially section 44, subsection 6) and government regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education (hereinafter referred to as

the "standards regulation"). The role of the degree programme guarantor is incompatible with that of the Rector or dean; this does not apply in case the authorized entity proves that the degree programme cannot be otherwise implemented.

- (3) A dean's proposal for the appointment or dismissal of a degree programme guarantor must be approved by a faculty scientific board (hereinafter referred to as "faculty SB"). A proposal in accordance with the first sentence contains a justification explaining the professional and organizational prerequisites for the role of the guarantor and information on all circumstances relevant for the assessment of the fulfilment of requirements stipulated by the Act and the standards regulation.
- (4) With respect to degree programme quality assurance processes, a degree programme guarantor or a proposed degree programme guarantor in particular:
  - a) bears responsibility for preparing documents necessary for obtaining authorization for degree programme implementation as well as for its expansion, modification and extension (sections 15 to 18);
  - b) bears responsibility for the quality of documents associated with the internal degree programme evaluation process and for the fulfilment of objectives arising from the degree programme development plan (section 14);
  - c) defines the degree programme specification, ensures its publication in the IS MU as well as its accuracy and timeliness; presents the degree programme (section 4);
  - d) guarantees the fulfilment of requirements established by MU Degree Programme Quality Standards;
  - e) initiates changes in degree programme implementation (section 17);
  - f) keeps track of current developments in his or her educational field and uses the latest knowledge to improve teaching content and methods;
  - g) continuously, in cooperation with course guarantors, coordinates course teaching content and methods in order to achieve stated learning objectives and fulfil the graduate profile (section 4, subsection 3, letters g and h);
  - h) informs the dean about the approaching expiration of a degree programme authorization period or, if applicable, about the expiry of such a period (section 15, subsection 16 and section 18, subsection 12);
  - i) initiates procedures designed to extend degree programme authorization with respect to deadlines stipulated in section 18 in case the authorized entity intends to extend degree programme implementation;
  - j) participates, in cooperation with relevant course guarantors and unit heads, in regular teaching evaluation;
  - k) provides the degree programme or doctoral board with information necessary for activities associated with quality assurance processes (sections 9 and 10);
  - l) ensures strategic degree programme development on the basis of regular evaluation results (section 14);
  - m) attends deliberations on degree programmes held by of relevant bodies of MU or its constituent parts and fulfils procedural competence pursuant to Part Four of these Regulations;
  - n) processes input, requests, and queries associated with the degree programme.
- (5) The degree programme guarantor is responsible for degree programme implementation and quality to the dean. The dean specifies a degree programme guarantor's scope of competence, in particular in relation to him or herself, to the

relevant vice-dean and to heads of units responsible for the implementation of teaching activities.

- (6) In the performance of his or her position, the degree programme guarantor closely cooperates with the heads of units responsible for teaching courses implemented within the scope of the degree programme. In order to ensure the high-quality implementation and strategic development of the degree programme, the degree programme guarantor consults and coordinates his or her activities with the dean and vice-deans.

## Section 8

### Course Guarantor

- (1) Following the submission of a proposal by the degree programme guarantor, the head of a unit where a course included in a degree programme is implemented shall determine a course guarantor for each course. In case a course is jointly taught by several units of one authorized entity (section 3, subsection 4), the course guarantor is designated – following the submission of a proposal by the degree programme guarantor – by the dean, or by the Rector in case the course is implemented by more than one MU faculty. In case a course is included in several degree programmes, the proposal is submitted jointly by the degree programme guarantors of these degree programmes.
- (2) The course guarantor is responsible for the professional level of the course and its contents as well as for ensuring and developing its quality. The course guarantor's responsibility for course quality is to the degree programme guarantor, who he or she consults and coordinates with regarding degree programme development. In case a compulsory or selective course is included in several degree programmes, the course guarantor coordinates course implementation with all relevant degree programme guarantors.
- (3) As part of the quality assurance processes, the course guarantor specifically:
  - a) bears responsibility for defining the course specification, ensuring its publication in IS MU and bearing responsibility for its correctness, currentness and consistency with the latest scholarship and teaching methodologies (section 6);
  - b) negotiates with the degree programme guarantor and other course guarantors of a relevant degree programme the continuity and equivalence of courses and their interconnection in order to achieve degree programme objectives and graduate profile fulfilment (section 4, subsection 3, letters g and h);
  - c) in the case of courses taught by several teachers, the course guarantor coordinates their activities;
  - d) handles student affairs associated with a guaranteed course in accordance with internal MU and faculty regulations.
- (4) The scope of a course guarantor's competence, in particular in relation to teachers and to heads of units responsible for the implementation of teaching activities, is specified by the dean.

## Section 9

### Programme Board

- (1) A programme board is appointed for each Bachelor's or Master's degree programme, no later than within three months of:
  - a) the beginning of the first semester of a newly implemented degree programme (section 15) or
  - b) the expiry of the previous programme board's term of office (subsection 6).

The programme board is an advisory body to the degree programme guarantor, who is also its chair.

- (2) The programme board is composed of no fewer than five members and includes:
  - a) degree programme guarantor;
  - b) at least two other academic employees involved in teaching activities in a given degree programme;
  - c) at least one student representative for a given degree programme;
  - d) at least one representative of the employers or graduates of a given degree programme who is not a member of the authorized entity's academic community.
- (3) In the case of a degree programme implemented in cooperation with another entity (section 3, subsection 4, letters a to d), the authorized entity is responsible for the adequate representation of academic employees who are members of the academic community of a cooperating entity or representatives of a legal person which does not constitute a higher education institution.
- (4) Programme board members in accordance with subsection 2, letters b to d are appointed and dismissed by the dean; in the case of members listed in subsection 2, letter b and d, on the basis of a proposal submitted by the degree programme guarantor, in the case of members listed in subsection 2, letter c, on the basis of a proposal submitted by the student chamber of the faculty academic senate (hereinafter referred to as "faculty SCAC"). In case the faculty SCAC fails to propose members in accordance with subsection 2, letter c within 30 days of being requested to do so by the dean, the dean has the right to appoint them without this proposal, usually on the basis of a public nomination announced on the faculty website. A proposal for the appointment or dismissal of a programme board member must include a justification. 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.
- (6) The programme board's term of office expires:
  - a) on the day of termination of authorization for degree programme implementation (section 19, subsection 7);
  - b) on the first day of a period by which the MUIEB has extended authorization for degree programme implementation (section 18, subsection 11, letter a), or
  - c) on the day of entry into force of a decision issued by the Accreditation Bureau to extend accreditation validity (section 18, subsection 11, letter b).
- (7) Subject to a decision issued by the dean, individual follow-up degree programmes or otherwise related degree programmes may share a programme board. A shared programme board chair is appointed by the dean from among the guarantors of the relevant degree programmes. A shared programme board includes:
  - a) guarantors of all degree programmes included in the shared programme board;
  - b) at least two other academic employees involved in teaching activities in a degree programme included in the shared programme board;
  - c) student representatives of each degree programme included in the shared programme board;
  - d) at least one representative of the employers or graduates of a degree programme included in the shared programme board who is not a member of the authorized entity's academic community.



- (8) As part of quality assurance processes, the programme board specifically:
- a) continuously monitors and evaluates teaching in a relevant degree programme;
  - b) evaluates the professional level of the degree programme in accordance with the current level of scholarship;
  - c) discusses the intention to expand, modify or extend the authorization for degree programme implementation as well as the intention to cancel a degree programme at the behest of the faculty;
  - d) discusses self-assessment reports on the fulfilment of requirements arising from the MU Degree Programme Quality Standards (section 14, subsection 6);
  - e) evaluates the degree programme development plan on an annual basis (section 14, subsection 12).
- (9) Programme board meetings are convened by the chair as required, but no less than once per year. The programme board achieves a quorum in case at least half of its members are present. In accordance with subsection 8, programme board activities are summed up once per year using a structured record, which constitutes part of the documentation located in the IS MU.

#### Section 10

##### Doctoral Board

- (1) A doctoral board is appointed for each doctoral degree programme (section 47, subsection 6 of the Act), no later than within three months of the beginning of authorization for degree programme implementation or of the expiry of the previous doctoral board's term of office (subsection 3 in conjunction with section 9, subsection 6). The doctoral board is an advisory body to the degree programme guarantor, who is also its chair.
- (2) The doctoral board is composed of no fewer than seven members and includes:
- a) at least three MU academic employees active at MU on the basis of an employment relationship, including the degree programme guarantor;
  - b) at least two experts in a relevant research area active at MU on a basis other than an employment relationship.
- (3) Doctoral board members in accordance with subsection 2, letters a and b other than the degree programme guarantor are appointed and dismissed by the dean on the basis of a proposal submitted by the degree programme guarantor and academic employees with the relevant competences, as determined by the dean. A substantiated proposal for the appointment of doctoral board members must be approved by the faculty SB. A proposal for changes to the membership of an already established doctoral board is submitted to the dean by the degree programme guarantor following approval by the doctoral board, which decides on the proposal by an absolute majority of votes of all members. A proposal for changes to the membership of an already established doctoral board may also be submitted by the dean to the faculty SB on his or her own initiative following a discussion with the degree programme guarantor. Section 9, subsections 5 and 6 apply to the doctoral board's term of office and membership as appropriate.
- (4) Subject to a decision issued by the dean and an agreement reached by the relevant doctoral degree programme guarantors, doctoral degree programmes within the same area of studies may share a doctoral board (section 47, subsection 6 of the Act). This does not apply to doctoral degree programmes which include at least one study plan with a specialization. A shared doctoral board chair is appointed by the dean from among the guarantors of the relevant doctoral degree programmes. A shared doctoral board includes:

- a) at least three MU academic employees active at MU on the basis of an employment relationship, including the guarantors of all degree programmes included within the shared doctoral board;
  - b) at least two experts in a relevant research area active at MU on a basis other than an employment relationship.
- (5) With respect to quality assurance processes associated with doctoral degree programmes, the doctoral board executes the competences of the programme board (section 9). Additional competences of the doctoral board are set out by the MU Study and Examination Regulations.
- (6) Doctoral board meetings are convened by the chair as required, but no less than once per year. A doctoral board reaches a quorum in case at least half of its members are present; a shared doctoral board reaches a quorum in case at least half of its members and all guarantors of degree programmes included in a shared doctoral board are present. In all matters with the exception of a proposal for changes to the membership of an already established doctoral board (subsection 3), a doctoral board decides by a two-thirds majority of the votes of the present members. In accordance with subsection 4, doctoral board activities are summed up once per year using a structured record, which constitutes part of the documentation located in the IS MU.

#### Section 11

##### Internal Evaluation Board

- (1) The legal status and powers of the MUIEB are determined by section 12 of the Act, MU Statutes and other internal MU regulations.
- (2) As part of quality assurance processes, the MUIEB specifically:
- a) approves projects for degree programme establishment (section 15, subsection 5);
  - b) approves proposals for degree programme establishment (section 15, subsection 15);
  - c) approves proposals for degree programme modification (section 17, subsection 9);
  - d) approves proposals for degree programme expansion (section 16, subsection 10);
  - e) approves proposals for degree programme extension (section 18, subsection 11);
  - f) approves proposals for field of study transformation to degree programme (section 23, subsection 12);
  - g) imposes corrective measures in the event of deficiencies in degree programme implementation (section 20, subsection 2);
  - h) expresses an opinion regarding the intention to cancel a degree programme submitted by the dean or the Rector (section 19, subsections 3 to 4);
  - i) accepts incentives associated with degree programme implementation;
  - j) obtains information necessary for degree programme quality evaluation, in particular in the form of expert position papers on relevant educational areas, by conducting visits to relevant units and observing teaching and from the dean, degree programme guarantor and degree programme students;
  - k) prepares reports on the internal quality evaluation of MU's educational, creative and associated activities as well as supplements to such reports (section 12a, subsection 4, letter c of the Act);

- l) administers regular reports on the internal quality evaluation of MU's educational, creative and associated activities (section 12a, subsection 4, letter d of the Act);
  - m) approves the proposed Masaryk University Educational, Creative and Related Activities Quality Assurance and Internal Evaluation System Rules;
  - n) provides methodological assistance in quality assurance processes at MU;
  - o) inspects the fulfilment of quality assurance requirements associated with MU activities arising from legal regulations and internal MU regulations;
  - p) formulates an opinion regarding documents scheduled for submission to the Accreditation Bureau (section 21, subsection 5);
  - q) coordinates his or her activities with other persons and authorities involved in the degree programme quality assurance and evaluation system.
- (3) MUIEB rules of procedure and decision-making are defined in the MUIEB Rules of Procedure.

#### Section 12 Evaluators

- (1) As part of degree programme quality assurance at MU, the internal degree programme process features evaluators whose feedback contributes to degree programme development quality as well as to the establishment of degree programme development objectives. An evaluator must be a person who provides a guarantee of moral quality, credibility and responsibility.
- (2) Evaluators are instituted especially in order to:
- a) evaluate proposals seeking the establishment of degree programmes (section 15, subsection 2, letter d);
  - b) evaluate proposals for field of study transformation to degree programme (section 23, subsection 4);
  - c) conduct the regular internal evaluation of currently implemented degree programmes (section 14, subsection 5).
- (3) Evaluators may also enter into other quality assurance processes; in such cases, they are authorized to do so by the dean at the proposal of a degree programme guarantor.

### Part Four Degree Programme Quality Assurance Processes

#### Section 13 Degree Programme Quality Assurance Process Delimitation

- (1) Degree programme quality assurance processes are interrelated in such a way that together they create an internal degree programme quality assurance system which forms an integral part of the internal quality assurance system of all educational, creative and associated activities implemented at MU. Degree programme quality assurance processes include:
- a) internal degree programme evaluation processes (section 14);
  - b) processes associated with the establishment, expansion, modification, extension and discontinuation of authorization for degree programme implementation (sections 15 to 19);

- c) corrective measures in the event of deficiencies in degree programme implementation (section 20);
  - d) processes associated with field of study transformation to degree programmes (section 23).
- (2) Degree programme quality assurance processes are designed to verify and ensure that proposed as well as already implemented degree programmes meet requirements stipulated by law, the standards regulation and MU Degree Programme Quality Standards.
  - (3) Unless otherwise specified by these Regulations or by the dean, documentation in accordance with these Regulations is processed by the degree programme guarantor.
  - (4) In order to implement degree programme quality assurance processes, the degree programme guarantor and the dean collaborate with authorities of MU and its constituent parts acting in accordance with this part of the Regulations.
  - (5) A document submitted by the dean to MU or its constituent parts is deemed to have been submitted with his or her agreement. In case he or she does not agree with its submission, it shall be returned for further editing at a stage designated by the dean.

#### 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 degree programme establishment projects (section 15, subsection 6);
  - b) evaluation of proposals for field of study transformation to degree programmes (section 23, subsection 4);
  - c) regular internal evaluation of currently implemented degree programmes (subsections 2 to 14).
- (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;
  - b) regular annual updates to the internal degree programme evaluation (subsections 12 to 14).

A schedule of planned internal degree programme evaluations at a given faculty for an upcoming calendar year must be announced by the dean via the IS MU by the end of the of the previous calendar year.
- (3) In case a degree programme is evaluated in accordance with subsection 2, letter a in a given calendar year, no regular updates in accordance with subsection 2, letter b are conducted. In case a degree programme is scheduled for cancellation (section 19, subsection 2), the relevant cancellation plan usually replaces internal degree programme evaluation.
- (4) Within the internal evaluation framework, the degree programme guarantor prepares, in cooperation with the heads of units implementing a relevant degree programme and with course guarantors, a self-evaluation report on the fulfilment of

requirements arising from the MU Degree Programme Quality Standards (hereinafter referred to as "self-evaluation report"). A self-evaluation report prepared by the degree programme guarantor is based on:

- a) degree programme specification (section 4);
  - b) data attachments in the IS MU, including degree programme-related statistical data for the past 5 years;
  - c) internal degree programme evaluation for the past 5 years, including course opinion poll results and other evaluation outputs.
- (5) A self-evaluation report includes a justification submitted by the evaluation panel, which is composed of at least the following:
- a) a student representative enrolled in active studies at MU in a given degree programme or alumni representative of a given degree programme;
  - b) a representative of employers of the graduates of a given degree programme;
  - c) academic employee active in a given or related field.
- (6) A self-assessment report is discussed at a degree programme programme board session, usually also attended by the head of the unit implementing the degree programme. The evaluation panel's proposal is submitted by the programme board for approval:
- a) to the dean in the case of Bachelor's and Master's degree programmes;
  - b) to the faculty SB in the case of doctoral degree programmes.
- (7) The degree programme guarantor provides the approved evaluators with the following in a suitable manner:
- a) degree programme self-evaluation report;
  - b) data attachment generated from the IS MU.

Within 30 days of the release of the documents, each evaluator prepares and submits to the degree programme guarantor a recommendation for further degree programme development in which he or she assesses the fulfilment of the requirements arising from the MU Degree Programme Quality Standards and proposes recommendations for improving degree programme quality.

- (8) Once recommendations have been collected from all evaluators, the degree programme guarantor convenes an evaluation meeting, attended by at least two of the 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 Quality Office 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.
- (9) In accordance with subsection 8, the degree programme guarantor shall provide – in a timely manner, no less than one week before the meeting – all evaluation panel members and other participants of the evaluation meeting with access to:
- a) degree programme self-evaluation report;
  - b) data attachment 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 degree programme self-assessment report along with the data attachment, 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. 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 from a doctoral board session in the case of doctoral degree programmes are subsequently discussed by the faculty SB.
- (14) Meeting minutes in accordance with subsection 12 and, in the case of doctoral degree programmes, also faculty SB meeting minutes in accordance with subsection 13 are stored and archived in the IS MU; these documents are available to members of the programme board, MUIEB and MU and faculty academic bodies.

## Section 15

### Establishment of authorization for degree programme implementation

- (1) A proposal seeking the establishment of a new degree programme is prepared by the future authorized entity (section 3, subsection 4).
- (2) A degree programme establishment proposal includes:
  - a) proposed degree programme specification (section 4, subsection 3);
  - b) justification submitted by the degree programme guarantor;
  - c) feasibility study structured according to prescribed requirements;
  - d) justification submitted by the members of the evaluation panel, which includes:
    1. an academic employee active in the same or related educational area(s) who is not a member of the academic community of the prospective authorized entity;
    2. a potential employer of graduates of the proposed degree programme;
    3. a foreign expert.
- (3) A proposal seeking the establishment of a new degree programme is submitted by the dean to the MUIEB, where it is subsequently discussed in accordance with the MUIEB Rules of Procedure.
- (4) MUIEB assesses whether a proposal seeking the establishment of a degree programme is in line with the strategy of the given field of education and with the strategic plan of MU's educational and creative activities (hereinafter referred to as "MU strategy"); simultaneously, MUIEB assesses whether the proposed evaluators may be expected to provide a qualified assessment of the project proposal, thereby contributing to the establishment of a high-quality degree programme.

- (5) In case a proposal seeking the establishment of a degree programme meets the requirements of subsection 4, MUIEB shall approve it; the same applies to proposed evaluators. Otherwise, MUIEB shall return the proposal seeking the establishment of a degree programme for overhaul along with a justification for doing so.
- (6) A proposal seeking the establishment of a degree programme is presented to evaluators who subsequently produce evaluation reports. The proposed degree programme guarantor discusses the conclusions and recommendations resulting from evaluation reports with the dean.
- (7) On the basis of a proposal seeking the establishment of a degree programme and with respect to the evaluators' reports, the proposed guarantor prepares a draft degree programme project proposal, which includes:
- 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-assessment report on the fulfilment of requirements arising from MU Degree Programme Quality Standards;
    3. proposal seeking the establishment of a degree programme;
    4. reports submitted by evaluators;
  - 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-assessment report in accordance with section 79, subsection 2, letter e including an annex on the fulfilment of requirements arising from MU Degree Programme Quality Standards;
    3. proposal seeking the establishment of a degree programme;
    4. reports submitted by evaluators.
- (8) A proposal for degree programme establishment is submitted by the dean to the faculty academic senate (hereinafter referred to as "faculty AS") and, along with this statement, for approval to the faculty SB, which subsequently discusses it with the proposed degree programme guarantor.
- (9) A proposal seeking degree programme establishment shall not be approved by the faculty SB in case it:
- a) fails to fulfil requirements arising from the MU Degree Programme Quality Standards;
  - b) does not correspond to the strategic purpose of the faculty's educational and creative activities (hereinafter referred to as "faculty strategy");
  - c) does not exhibit sufficient quality facilitating assessment in accordance with letters a and b;
- provides a justification for doing so. Otherwise, the faculty SB approves the proposal, which is thus deemed submitted for approval to MUIEB.
- (10) In case the faculty SB does not approve a proposal for degree programme establishment, it decides, based on the nature of found deficiencies, whether the proposal is to be returned to proposal stage or rejected. In case the faculty SB rejects a proposal for degree programme establishment, a new proposal for the establishment of the same or similar degree programme may only be submitted for

approval to the faculty SB after a period of 2 years from the issuance of the decision by the faculty SB.

- (11) A proposal for degree programme establishment approved by the faculty SB is subsequently presented to MUIEB by the Rector. In case a proposal is associated with a degree programme whose successful completion directly fulfils the professional prerequisites for the pursuit of a regulated profession, the proposal must also include the position of a body authorizing the exercise of that regulated profession.
- (12) A proposal seeking degree programme establishment shall be discussed by MUIEB in the presence of a proposed degree programme guarantor and the dean, in accordance with the MUIEB Rules of Procedure.
- (13) A proposal seeking degree programme establishment shall not be approved by MUIEB in case it:
  - a) fails to fulfil requirements arising from the MU Degree Programme Quality Standards;
  - b) is not consistent with the MU mission and strategy;
  - c) does not exhibit sufficient quality facilitating assessment in accordance with letters a and b;
  - d) was submitted to MUIEB before the end of the interval stipulated by subsection 14;provides a justification for doing so. Otherwise, the proposal shall be approved by the MUIEB.
- (14) In case MUIEB does not approve a proposal for degree programme establishment, it decides, based on the nature of found deficiencies, whether the proposal is to be returned for overhaul or rejected. In case MUIEB rejects a proposal for degree programme establishment, a new proposal for the establishment of the same or similar degree programme may only be submitted for approval to MUIEB after a period of 2 years from the issuance of the MUIEB's decision.
- (15) In case MUIEB approves a proposal seeking the establishment of a degree programme
  - a) which MU is authorized to implement within the institutional accreditation framework, it thereby grants authorization for degree programme implementation and simultaneously issues a decision regarding the degree programme accreditation period; authorization for degree programme implementation arises from the approval of the proposal for degree programme establishment.
  - b) which MU is not authorized to implement within the institutional accreditation framework, it thereby approves the intention to submit an application for accreditation (section 12, subsection 1, letter c of the Act) which the Rector then immediately submits to the Accreditation Bureau; authorization for degree programme implementation arises once a decision on the proposal for degree programme establishment comes into force.
- (16) Authorization to implement a degree programme in accordance with the procedure set out in accordance with subsection 15, letter a may be granted by MUIEB for a period of up to 7 years, taking into account, in particular, degree programme type and standard duration of studies.
- (17) Once authorization for degree programme implementation is established, the faculty SB is deemed to have, by virtue of approving a proposal for degree programme establishment, also:
  - a) approved a degree programme guarantor (section 7, subsection 3);



- b) approved doctoral board membership in the case of a doctoral degree programme (section 10, subsection 3);

## Section 16

### Expansion of authorization for degree programme implementation

- (1) During the course of degree programme implementation, a proposal seeking the expansion of degree programme implementation (hereinafter referred to as "degree programme expansion") may be sought with respect to the implementation of:
  - a) an additional study mode;
  - b) an additional study plan;
  - c) in the case of a Master's degree programme, also authorization for the implementation of an Advanced Master's state examination (section 78, subsection 10 of the Act).
- (2) A proposal for degree programme expansion is discussed by the programme board of a given degree programme. Following the approval of 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 proposal seeking degree programme expansion;
    - 2. a structured self-assessment report on the fulfilment of requirements arising from MU Degree Programme Quality Standards;
    - 3. 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-assessment report on the fulfilment of requirements arising from MU Degree Programme Quality Standards;
    - 3. internal degree programme evaluation documents for the past 5 years.
- (3) A proposal for degree programme expansion is submitted by the dean to the faculty AS and, along with this statement, for approval to the faculty SB, which subsequently discusses the proposal with the degree programme guarantor.
- (4) A proposal seeking degree programme expansion shall not be approved by the faculty SB in case it:
  - a) fails to fulfil requirements arising from the MU Degree Programme Quality Standards;
  - b) does not correspond to faculty strategy;
  - c) does not exhibit sufficient quality facilitating assessment in accordance with letters a and b;provides a justification for doing so. Otherwise, the faculty SB approves the proposal, which is thus deemed submitted for approval to MUIEB.
- (5) In case the faculty SB does not approve a proposal for degree programme expansion, it decides, based on the nature of found deficiencies, whether the proposal is to be returned to proposal stage or rejected.
- (6) A proposal for degree programme expansion approved by the faculty SB is subsequently presented to MUIEB by the Rector. In case a proposal is associated

with a degree programme whose successful completion directly fulfils the professional prerequisites for the pursuit of a regulated profession, the proposal must also include the position of a body authorizing the exercise of that regulated profession.

- (7) A proposal seeking degree programme expansion shall be discussed by MUIEB in the presence of the degree programme guarantor and the dean, in accordance with the MUIEB Rules of Procedure.
- (8) A proposal seeking degree programme expansion shall not be approved by MUIEB in case it:
  - a) fails to fulfil requirements arising from the MU Degree Programme Quality Standards;
  - b) is not consistent with the MU mission and strategy;
  - c) does not exhibit sufficient quality facilitating assessment in accordance with letters a and b;provides a justification for doing so. Otherwise, the proposed degree programme shall be approved by MUIEB.
- (9) In case the MUIEB does not approve a proposal for degree programme expansion, it decides, based on the nature of found deficiencies, whether the proposal is to be returned to proposal stage or rejected.
- (10) In case MUIEB approves a proposal seeking the expansion of a degree programme
  - a) which MU is authorized to implement within the institutional accreditation framework, it thereby expands authorization for degree programme implementation for a period of time for which authorization for degree programme implementation had originally been granted; authorization for implementing degree programme expansion arises from the approval of the proposal for degree programme expansion.
  - b) which MU is not authorized to implement within the institutional accreditation framework, it thereby approves the intention to submit an application for degree programme accreditation expansion in accordance with section 80, subsection 4 of the Act, which the Rector then immediately submits to the Accreditation Bureau; authorization for the expansion of degree programme implementation arises once a decision on the proposal for degree programme expansion comes into force.
- (11) Following the expansion of authorization for degree programme implementation, the degree programme guarantor shall adjust the degree programme specification in the IS MU as appropriate.

#### Section 17

##### **Modification of authorization for degree programme implementation**

- (1) A degree program is implemented in accordance with authorization for degree programme implementation. During the course of degree programme implementation, a proposal seeking modifications to degree programme implementation (hereinafter referred to as "degree programme modification") may be submitted. Modifications constitute such deviations from an existing degree programme which do not constitute an expansion of authorization for degree programme implementation in accordance with section 16.
- (2) A proposal for degree programme modification is discussed by the programme board of a given degree programme. In case the programme board approves the modification plan:
  - a) in the case of a minor modification, this modification to degree programme implementation is thereby authorized;

- b) in the case of a substantial modification, a proposal seeking modifications to degree programme implementation is prepared and subsequent actions proceed in accordance with subsections 3 to 10.
- (3) The proposal for degree programme modification includes:
- a) in the case of a degree programme carried out under institutional accreditation:
    - 1. a structured request for degree programme modification, including degree programme specification;
    - 2. 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 filled out in accordance with Accreditation Bureau requirements, including degree programme specification;
    - 2. internal degree programme evaluation documents for the past 5 years.
- (4) In case the proposal includes a suggestion for degree programme guarantor replacement, this part of the proposal must first be submitted for faculty SB approval by the dean.
- (5) A proposal for degree programme modification is submitted by the dean to the MUIEB, where it is subsequently discussed, in the presence of the degree programme guarantor and dean, in accordance with the MUIEB Rules of Procedure.
- (6) A proposal for degree programme modifications to degree programme specification or contents which significantly alter graduate profiles or study objectives is considered to constitute a proposal for degree programme extension. In such a case, MUIEB shall instruct the proposal originator that the proposal may only be approved by means of a procedure leading to an extension of the authorization for degree programme implementation (section 18) following the issuance of a statement by the faculty AS and approval by the faculty SB.
- (7) A proposal seeking degree programme modification shall not be approved by MUIEB in case it:
- a) fails to fulfil requirements arising from the MU Degree Programme Quality Standards;
  - b) is not consistent with the MU mission and strategy;
  - c) does not exhibit sufficient quality facilitating assessment in accordance with letters a and b;
- provides a justification for doing so. Otherwise, the proposal shall be approved by MUIEB.
- (8) In case MUIEB does not approve a proposal for degree programme modification, it decides, based on the nature of found deficiencies, whether the proposal is to be returned for overhaul or rejected.
- (9) In case MUIEB approves a proposal for degree programme modification, the modification of authorization for degree programme implementation is thereby approved for a period of time for which authorization for degree programme implementation had originally been granted. In case the modification calls for degree programme guarantor replacement, approval of the proposal for degree programme modification by the faculty SB is perceived to constitute approval of the degree programme guarantor in accordance with section 7, subsection 3.
- (10) Following the approval of modifications to degree programme implementation, the degree programme guarantor shall adjust the degree programme specification in the IS MU as appropriate.

## Section 18

### Extension of authorization for degree programme implementation

- (1) At least one year prior to the expiry of authorization for degree programme implementation, the programme board of a degree programme shall discuss a proposal for the extension of authorization for degree programme implementation (hereinafter referred to as "degree programme extension").
- (2) Following the approval of the programme board, a proposal for the extension 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 request for degree programme extension and associated modifications, including degree programme specification;
    2. 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 extension in accordance with section 80, subsection 3 of the Act, including degree programme specification;
    2. internal degree programme evaluation documents for the past 5 years.
- (3) A proposal for degree programme extension is submitted by the dean to the faculty AS and, along with this statement, for approval to the faculty SB, which subsequently discusses the proposal with the degree programme guarantor.
- (4) A proposal seeking degree programme extension shall not be approved by the faculty SB in case it:
  - a) fails to fulfil requirements arising from the MU Degree Programme Quality Standards;
  - b) does not correspond to faculty strategy;
  - c) does not exhibit sufficient quality facilitating assessment in accordance with letters a and b;provides a justification for doing so. Otherwise, the faculty SB approves the proposal, which is thus deemed submitted for approval to MUIEB.
- (5) In case the faculty SB does not approve a proposal for degree programme extension, it decides, based on the nature of found deficiencies, whether the proposal is to be returned for overhaul or rejected.
- (6) A proposal for degree programme extension approved by the faculty SB is subsequently presented to MUIEB by the Rector. In case a proposal is associated with a degree programme whose successful completion directly fulfils the professional prerequisites for the pursuit of a regulated profession, the proposal must also include the position of a body authorizing the exercise of that regulated profession.
- (7) The proposal shall be discussed by MUIEB in the presence of the degree programme guarantor and the dean, in accordance with the MUIEB Rules of Procedure.
- (8) A proposal seeking degree programme extension shall not be approved by MUIEB in case it:
  - a) fails to fulfil requirements arising from the MU Degree Programme Quality Standards;
  - b) is not consistent with the MU mission and strategy;

- c) does not exhibit sufficient quality facilitating assessment in accordance with letters a and b;  
provides a justification for doing so. Otherwise, the proposal shall be approved by MUIEB.
- (9) In case the proposal for degree programme extension is not approved by MUIEB, the MUIEB shall decide, depending on the nature of the established deficiencies, whether the proposal shall be returned for overhaul or whether a proposal for degree programme cancellation in accordance with section 19, subsection 1, letter c is to be submitted to the Rector.
- (10) In case the proposal for degree programme extension includes modifications significant enough to call for the implementation of a new degree programme, MUIEB shall not approve the relevant section of the proposal.
- (11) In case MUIEB approves a proposal seeking the extension of a degree programme
- a) which MU is authorized to implement within the institutional accreditation framework, authorization for degree programme implementation is thereby extended; the MUIEB also issues a decision on the duration of the extension period and establishes a start date;
  - b) which MU is not authorized to implement within the institutional accreditation framework, it thereby approves the intention to submit an application for accreditation extension in accordance with section 80, subsection 3 of the Act, which the Rector then immediately submits to the Accreditation Bureau; authorization for degree programme implementation in accordance with a decision on degree programme extension arises once a decision on the proposal for degree programme extension comes into force.
- (12) Authorization to extend a degree programme in accordance with the procedure set out in accordance with subsection 11, letter a may be granted by MUIEB for a period of up to 10 years, taking into account, in particular, degree programme type, standard duration of studies and internal degree programme evaluation (section 14).
- (13) A programme board must be appointed in accordance with section 9 no later than 3 months after the termination of the term of office of a previous programme board. The previous sentence applies to the doctoral board's term of office, as appropriate.
- (14) Following the extension of authorization for degree programme implementation, the degree programme guarantor shall adjust the degree programme specification in the IS MU as appropriate.

## Section 19

### **Discontinuation of authorization for degree programme implementation**

- (1) Authorization for degree programme implementation is discontinued:
- a) upon the expiry of the institutional accreditation period granted to a given educational area;
  - b) by the approval of a proposal for degree programme discontinuation, submitted by the dean (hereinafter referred to as "on faculty initiative");
  - c) by the approval of a proposal for degree programme discontinuation submitted by the Rector in accordance with section 20, subsection 2, letter c or subsection 5, letter b;
  - d) following the withdrawal of degree programme accreditation pursuant to section 80, subsection 5 of the Act or following the withdrawal of institutional accreditation granted to a given educational area pursuant to section 81b, subsection 2 of the Act;

- e) due to other legally stipulated reasons.
- (2) In the case of a procedure conducted in accordance with subsection 1, letters b and c, a structured proposal for degree programme discontinuation is usually prepared by the degree programme guarantor or other authorized person designated by:
    - a) the dean in the case of a procedure in accordance with subsection 1, letter b;
    - b) the Rector in the case of a procedure in accordance with subsection 1, letter c;
  - (3) A proposal for degree programme discontinuation in accordance with subsection 1, letter b is submitted by the dean for comment – following a discussion by the programme board of a degree programme – to the faculty AS, faculty SB and MUIEB and, along with their statements, for approval to the MU Scientific Board, which then discusses the proposal, possibly in the presence of the degree programme guarantor and dean.
  - (4) A proposal for degree programme discontinuation in accordance with subsection 1, letter c is submitted by the Rector for comment to the faculty AS, faculty SB and MUIEB and, along with their statements, for approval to the MU Scientific Board, which then discusses the proposal, possibly in the presence of the degree programme guarantor and dean.
  - (5) The MU Scientific Board shall not approve the proposal for degree programme discontinuation in case it:
    - a) does not provide sufficient guarantees for resolving study-related, personnel-related and financial matters associated with degree programme discontinuation;
    - b) does not exhibit sufficient quality facilitating assessment in accordance with letter a;
 provides a justification for doing so. Otherwise, the proposal shall be approved by the MU Scientific Board.
  - (6) In case the MU Scientific Board does not approve the proposal for degree programme discontinuation in accordance with subsection 5, it is returned for overhaul.
  - (7) In case the MU Scientific Board approves the proposal for degree programme discontinuation, it thereby likewise terminates the authorization for degree programme implementation. It also issues a decision on the date of degree programme discontinuation. In case the date of discontinuation specified in the decision does not correspond to the date of discontinuation listed in the proposal, a justification must be included.
  - (8) Following the approval of a degree programme discontinuation proposal, the degree programme guarantor shall list the date of discontinuation in the degree programme specification in the IS MU.

## Section 20

### **Remedy Procedure in the case of Deficiencies**

- (1) In case MUIEB locates, either thanks to its own activities or when acting on the initiative of a third party, deficiencies in degree programme implementation where:
  - a) a degree programme has been implemented in violation of an authorization for degree programme implementation (section 3, subsection 3) or in violation of the MU Degree Programme Quality Standards;
  - b) the authorized entity failed to conduct internal degree programme evaluation in accordance with the procedure set out in section 14;
 the established deficiencies will be discussed in the potential presence of the degree programme guarantor and the dean.

- (2) Based on the outcome of this discussion, MUIEB shall:
  - a) impose a recovery order along with a reasonable time limit;
  - b) decide to restrict the authorization for degree programme implementation, including by imposing a moratorium on the admission of additional applicants for studies into the degree programme or by imposing a moratorium on the holding of state examinations and the awarding of academic titles; the issued decision shall also specify:
    1. the nature of the remedy procedure;
    2. the first day of the remedy procedure;
    3. the conditions of the remedy procedure;
  - c) submit the proposal for degree programme discontinuation to the Rector;
  - d) decide that grounds for the continuation of the matter no longer exist due to the establishment or removal of all deficiencies.
- (3) In case the matter is not remedied within the deadline established by MUIEB in accordance with subsection 2, letter a, further steps are discussed by MUIEB in the potential presence of the degree programme guarantor and authorized entity representative; a decision is then issued in accordance with subsection 2, letter b, c or d.
- (4) In case the authorized entity considers all deficiencies in accordance with subsection 2, letter b to be remedied, the entity shall submit a substantiated proposal for the termination of the degree programme remedy procedure to MUIEB, which shall then discuss it in the potential presence of the degree programme guarantor and the dean in accordance with the MUIEB Rules of Procedure.
- (5) In case all deficiencies have been remedied, MUIEB shall issue a decision on the termination of the degree programme remedy procedure. Otherwise:
  - a) MUIEB shall issue a decision to keep the remedy procedure in force and, if necessary, to modify the conditions of its termination, or
  - b) MUIEB shall submit a proposal for degree programme discontinuation to the Rector in accordance with section 19, subsection 1, letter c.

#### Section 21

##### **Common Provisions Associated with Degree Programme Quality Assurance Processes**

- (1) In case a degree programme guarantor's participation at a faculty SB, MUIEB or MU Scientific Board meeting is stipulated by these Regulations, the relevant authority may discuss the matter in question in the degree programme guarantor's absence in case he or she announces his or her absence – due to serious circumstances – to the relevant body beforehand. The previous sentence also applies to a proposed degree programme guarantor, as appropriate. In case the degree programme guarantor's participation becomes necessary during the course of deliberations, the matter in question shall be postponed so that the degree programme guarantor may participate.
- (2) In case a degree programme is implemented in collaboration with another higher education institution or other legal entity, an agreement on degree programme implementation cooperation or at least the proposal for such an agreement is included in documentation submitted for consideration to MU bodies and bodies of MU constituent parts.
- (3) In case procedures specified by these Regulations require the participation of a person whose insufficient command of Czech precludes him or her from the performance of a required activity, the authorized entity or the future authorized

entity shall provide documentation and conduct deliberations in English or in a foreign language associated with the implementation of a given degree programme or with the future implementation of a proposed degree programme.

- (4) A similar degree programme constitutes a degree programme proposed by the same MU faculty and one with predominantly identical features in the study objectives and graduate profile area (section 4, subsection 3, letters g and h).
- (5) All documents required by the Accreditation Bureau shall be submitted by the authorized entity to MUIEB for approval in accordance with the MUIEB Rules of Procedure.

## Part Five Temporary and Concluding Provisions

### Section 22

#### **Status of Degree Programmes Accredited as of 31 August 2016**

- (1) Accredited degree programmes implemented by MU faculties as of 31 August 2016 remain accredited for the duration of the period for which they were granted accreditation, at least until 31 August 2019; for the duration of this interval, the existing division of degree programmes into fields of study remains unchanged.
- (2) For each field of study implemented on the basis of accreditation of a Bachelor's or Master's degree programme in accordance with subsection 1, a programme board shall be appointed no later than on 1 September 2018. This does not apply to fields of study affected by the transformation to degree programme in accordance with section 23 in case a proposal for the transformation of a field of study into a degree programme, approved by a faculty SB, as stipulated by section 23, subsection 9, is submitted to the Rector by 31 August 2018. The competences of the programme board of a field of study according to the second sentence are executed by the programme board of a degree programme which the field of study has been transformed into.
- (3) Section 9, subsections 2 to 5 and sections 7 and 9 apply to field of study programme boards, as appropriate.

### Section 23

#### **Transformation of Fields of Study into Degree Programmes**

- (1) A field of study or fields of study implemented by faculties on the basis of degree programme accreditation valid as of 31 August 2016 may be transformed into a degree programme which complies with the requirements stipulated by law, the standards regulation and internal MU regulations in order to obtain authorization for its implementation in accordance with section 3, subsection 3. The implementation of the procedure outlined in the previous sentence requires the submission of a transformation proposal to the faculty SB no later than on 31 August 2021. After this date, the transformation will no longer be possible and authorization for degree programme implementation may only be obtained after the completion of the full authorization procedure for degree programme implementation in accordance with section 15.
- (2) A faculty which, as the holder of accreditation, intends to continue to implement a degree programme, is obliged to prepare a proposal for field of study transformation to degree programme, structured as prescribed (hereinafter referred to as "proposal for transformation to degree programme").
- (3) The proposal for transformation to degree programme includes:



- a) in the case of a degree programme to be implemented under institutional accreditation:
  - 1. a structured application for degree programme approval which includes the degree programme specification;
  - 2. a structured self-assessment report on the fulfilment of requirements arising from MU Degree Programme Quality Standards;
  - 3. a proposal submitted by the degree programme guarantor;
  - 4. a structured degree programme development proposal;
- b) in the case of a degree programme to be implemented under accreditation granted by the Accreditation Commission:
  - 1. an application for degree programme accreditation in accordance with section 79, subsection 2 of the Act, including a structured degree programme specification;
  - 2. a structured self-assessment report in accordance with section 79, subsection 2, letter e including an annex on the fulfilment of requirements arising from MU Degree Programme Quality Standards;
  - 3. a proposal submitted by the degree programme guarantor;
  - 4. a structured degree programme development proposal;
- (4) The proposal for transformation to degree programme is discussed at an evaluation meeting attended by the dean, the proposed degree programme guarantor and an evaluator designated by MUIEB chair. The meeting may also be attended by the head of the unit(s) implementing the degree programme, a dean's or Rector's Council representative, a Quality Office representative and other persons proposed by the faculty or MU management. The proposed guarantor shall provide all participants with the following sufficiently in advance of the meeting:
  - a) proposal for transformation to degree programme:
  - b) data attachment generated from the IS MU.
- (5) On the basis of documents listed in accordance with subsection 4 and the outcome of the evaluation meeting, the proposed degree programme guarantor or a person designated by the dean shall prepare structured meeting minutes and, if necessary, update the proposal for transformation to degree programme.
- (6) A proposal for transformation to degree programme is submitted by the dean to the faculty AS and, along with this statement, for approval to the faculty SB, which subsequently discusses the proposal with the proposed degree programme guarantor.
- (7) The faculty SB shall not approve the proposal for transformation to degree programme and shall return it for overhaul in case it fails to correspond to faculty strategy; the faculty SB must provide a justification for such a decision. Otherwise, the faculty SB approves the proposal, which is thus deemed submitted for approval to MUIEB.
- (8) In case the proposal for transformation to degree programme is submitted to the faculty SB after 31 August 2021 (subsection 1), the faculty SB shall instruct the proposer that authorization for degree programme implementation may only be granted following the completion of a procedure granting authorization for degree programme implementation (section 15).
- (9) A proposal for transformation to degree programme approved by the faculty SB is subsequently presented to MUIEB by the Rector. In case a proposal is associated with a degree programme whose successful completion directly fulfils the professional prerequisites for the pursuit of a regulated profession, the proposal

must also include the position of a body authorizing the exercise of that regulated profession.

- (10) A proposal for transformation to degree programme shall be discussed by MUIEB in the presence of a proposed degree programme guarantor and the dean, in accordance with the MUIEB Rules of Procedure.
- (11) MUIEB shall not approve the proposal for transformation to degree programme and shall return it for overhaul in case it:
  - a) fails to fulfil requirements arising from the MU Degree Programme Quality Standards;
  - b) is not consistent with the MU mission and strategy;
  - c) does not exhibit sufficient quality facilitating assessment in accordance with letters a and b;provides a justification for doing so. Otherwise, the proposed degree programme shall be approved by MUIEB.
- (12) In case MUIEB approves a proposal for transformation to degree programme,
  - a) which MU is authorized to implement within the institutional accreditation framework, it thereby grants authorization for degree programme implementation and simultaneously issues a decision regarding the degree programme accreditation period; authorization for degree programme implementation arises from the approval of the proposal for transformation to degree programme.
  - b) which MU is not authorized to implement within the institutional accreditation framework, it thereby approves the intention to submit an application for accreditation (section 12, subsection 1, letter c of the Act) which the Rector then immediately submits to the Accreditation Commission; authorization for degree programme implementation arises once a decision on the proposal for degree programme establishment comes into force.
- (13) Authorization to implement a degree programme in accordance with the procedure set out in accordance with subsection 12, letter a may be granted by MUIEB for a period of up to 10 years, taking into account in particular the outcomes of internal degree programme evaluations conducted in the past 5 years.
- (14) In case MUIEB approves the proposal for transformation to degree programme, it also establishes a date for internal degree programme evaluation in accordance with section 14, subsection 2, letter a, no later than within 3 years of the approval of the transformation proposal. This provision does not apply in case the transformed field of study had been subject to internal evaluation within the past 5 years prior to these Regulations coming into force.
- (15) Once authorization for degree programme implementation is established, the faculty SB is deemed to have, by virtue of approving a proposal for transformation to degree programme, also:
  - a) approved a degree programme guarantor (section 7, subsection 3);
  - b) approved doctoral board membership in the case of a doctoral degree programme (section 10, subsection 3);
- (16) Following the approval of a proposal for transformation to degree programme, the degree programme guarantor shall announce the degree programme specification in the IS MU.

## Section 24

### Status of Doctoral Boards Appointed Prior to the Issuance of These Regulations

- (1) A doctoral board shall be appointed by the dean in accordance with section 10, no later than on 1 September 2018. Until its appointment, a doctoral board established prior to the entry into force of these Regulations shall exercise competence pursuant to this Regulation; its term of office expires upon the appointment of a doctoral board in accordance with the provisions of the first sentence.
- (2) Prior to obtaining authorization for degree programme implementation in accordance with section 15 or section 23, the doctoral board shall exercise its competence in accordance with these Regulations in an appropriate manner.

## Section 25

### Concluding Provisions

- (1) The following annex forms an inherent part of these Regulations:  
Annex No. 1 – Masaryk University Degree Programme Quality Standards
- (2) The MUIEB chair is responsible for the interpretation of this regulation.
- (3) These Regulations have been duly approved in accordance with section 9, subsection 1, letter b), point 3 of the Act by the MU Academic Senate on 15 May 2017.
- (4) These Regulations enter into force in accordance with section 36, subsection 4 of the Act on the day of registration with the Ministry of Education, Youth and Sports.
- (5) These Regulations shall apply from the date of publication in the public section of the MU website.

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- (1) These I. modifications to the Masaryk University Degree Programme Quality Approval, Management and Evaluation Regulations have been approved in accordance with section 9, subsection 1, letter b), point 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, and the Masaryk University Academic Senate on 4 December 2017.
- (2) These I. modifications to the Masaryk University Degree Programme Quality Approval, Management and Evaluation Regulations enter into force in accordance with section 36, subsection 4 of the Higher Education Act on the day of registration with the Ministry of Education, Youth and Sports.
- (3) These I. modifications to the Masaryk University Degree Programme Quality Approval, Management and Evaluation Regulations shall apply from the date of publication in the public section of the Masaryk University website.

*Assoc. Prof. PhDr. Mikuláš Bek, Ph.D.,  
Rector*

## Masaryk University Degree Programme Quality Standards

### Section 1

#### General Provisions

The MU Degree Programme Quality Standards define the rules and procedures governing the establishment, implementation and evaluation of MU degree programmes on the basis of internationally recognized procedures, legal regulations, internal MU regulations and MU strategic documents.

### Section 2

#### Degree Programme Delimitation

- (1) A degree programme has a clearly defined degree programme specification and exists in accordance with the MU strategic plan.
- (2) Degree programme learning outcomes are in accordance with the type, profile and objectives of a degree programme and are based on current developments in the relevant field of education.
- (3) A degree programme, with respect to its type and profile, features a clearly structured study plan(s) which allows for the achievement of planned learning outcomes and constitutes a logical whole.

### Section 3

#### Teaching and Learning

- (1) Course objectives, study load, methods and assessment correspond to expected learning outcomes.
- (2) With respect to teaching forms and methods utilized during the course of a degree programme, students are provided with access to teaching materials as well as electronic and other study resources.
- (3) Based on type and profile, a degree programme enables students to engage in scientific projects, grants and other creative activities.
- (4) Based on type and profile, a degree programme cooperates with the application sector and regularly evaluates all such activities.
- (5) Student evaluation is based on transparent, objective and predetermined criteria.
- (6) Students are provided with feedback during the course of their studies, which enables them to improve and achieve planned learning outcomes.
- (7) Students are provided with high-quality support regardless of social or health-related impairments.

### Section 4

#### Personnel

- (1) Personnel correspond to degree programme type and profile as well as requirements for academic employee quality and expertise.
- (2) Academic employees are provided with sufficient opportunities for developing their pedagogical and research-related competencies.

Section 5

**Creative Activity**

MU implements creative activities in a given educational area with regard to the type and profile of the implemented degree programme.

Section 6

**Internationalization**

A degree programme is involved in international cooperation facilitating both academic and student mobility.

Section 7

**Supporting Processes**

- (1) A degree programme is provided with material and financial means necessary for the implementation of high-quality education.
- (2) Information on a degree programme is comprehensible, up-to-date and publicly available.
- (3) In the case of a degree programme conducted in a foreign language, information on studies and support activities associated with studies are also provided in the relevant foreign language.
- (4) A degree programme regularly evaluates information which is key to its implementation and works with feedback from relevant entities.