



Dean's Directive No. 1/2018
***Creation and implementation of study programmes at
the Faculty of Arts MU***

(as amended with effect from 19 February 2018)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended, and in accordance with the Organizational Regulations of the Faculty of Education of Masaryk University, I issue this Directive:

Article 1

Introductory provisions

- (1) Purpose: The Directive regulates the detailed conditions for the creation and implementation of study programmes at the Faculty of Education of Masaryk University and applies to study programmes that will be created in accordance with the university regulations on the Approval, Management and Quality Assessment of Study Programmes of Masaryk University and the Rules for the Creation of Study Programmes, or will be converted from a field of study to a study programme.
- (2) Scope of validity: departments and institutes of the Faculty of Education of Masaryk University.
- (3) Definition of terms and abbreviations:
 - Faculty of Education of Masaryk University - PdF MU.
 - Masaryk University Information System - IS MU.
 - Departments - departments and institutes of PdF MU.
 - Study and Examination Regulations of Masaryk University.
 - Ministry of Education, Youth and Sports - MŠMT.
 - State Final Examination - SZZ.

Information and Communication Technologies - ICT.
Physical education - TV.

- (4) Responsibility: guarantors of study programmes at PdF MU.

Article 2

Curriculum development rules and recommended curriculum

- (1) The study plan is a summary of compulsory courses, compulsory elective courses and elective courses, which is arranged in terms of time and content sequence to enable the fulfilment of the study objectives and the achievement of the graduate profile of the study programme within the standard study period. The study plans are developed by the guarantors of the study programmes in cooperation with the heads of the departments and persons authorised by them at the departments. For programmes that require it by the nature of their structure (e.g. a continuous Master's degree in Teaching for Primary School Level 1), study plans are drawn up by subject committees appointed by the Dean and led by the guarantor of the relevant programme.
- (2) The recommended study plan means the optimal time and content schedule of study in individual semesters, which is compiled in accordance with the requirements of the study programme and aims at fulfilling the graduate profile. It contains a list of compulsory, optional and elective courses, including the scope of the course (weekly hourly allocation), the form (lecture, seminar, laboratory, etc.) and a recommendation in which semester it is appropriate to take them. The recommended curriculum is published electronically in the Study Catalogue of the Faculty of Arts MU.
- (3) The student must complete all compulsory courses and choose compulsory elective courses from those offered according to the instructions given in the Study Catalogue of the Faculty of Arts MU. Elective courses may be chosen according to their interest, free choice and intrinsic motivation from the programme offer, faculty offer and MU offer.
- (4) Any mechanism that forces a student to enroll in an elective course along with required courses is unacceptable.
- (5) When drawing up curricula, programme guarantors and heads of departments ensure that they comply with the law, university rules for curriculum development, MU internal regulations and the credit frameworks contained in the appendix to this Directive.
- (6) Study programme guarantors and the guarantor of teaching propedeutics (including internships) are appointed by the Dean in accordance with the internal regulations of the Faculty of Arts of MU.

Article 3

Composition of subjects in the curricula

- (1) Subjects leading to the graduate profile are classified as compulsory and optional. Profiling knowledge and skills from compulsory and compulsory elective subjects are verified by a state final examination. However, the compulsory and optional subjects do not have to cover the subject areas for the state final examination in their entirety. However, the subject areas for the state final examination must be stored in the MU Faculty of Arts document server and published via the websites of individual departments at the latest before the start of teaching in the relevant academic year. Departments may also publish on their websites information on which elective subjects can be recommended to supplement the necessary knowledge, especially if they serve as subjects recapitulating knowledge from the secondary school curriculum and creating equal study conditions for graduates of different types of secondary schools.
- (2) The minimum total number of credits required for graduation is 180 for the Bachelor's degree, 120 for the Master's degree and 300 for the Master's degree, with the total number of credits for compulsory and elective courses determined by specific credit frameworks for individual study programmes.
- (3) The total number of hours of contact teaching of compulsory and compulsory elective subjects in one week of full-time study is usually between 18 and 22 hours, but the number of hours corresponding to an average of 20 hours of compulsory and compulsory elective subjects per week is not exceeded during the entire period of study. The maximum number of hours of compulsory and compulsory elective courses for bachelor's studies is therefore 120 hours in total, and for continuing master's studies 80 hours in total. The number of 8 hours of compulsory and compulsory elective courses per week in a single curriculum (major, minor) and 6 hours of compulsory and compulsory elective courses in teaching propedeutics is not exceeded in the associate degree programme.
- (4) The required number of credits for compulsory and optional courses per semester in the recommended study plan is 30 credits on average.
- (5) The total maximum number of examinations in one semester will normally not exceed 5 (for combined studies, a maximum of 2 examinations per curriculum per semester, 1 examination per semester for teacher propedeutics courses). No examinations are included in the last semester of studies.
- (6) In addition to the compulsory, compulsory elective and elective courses relevant to the field of study and teaching propedeutics, all students of the faculty write down the courses with the code of the workplace where they will carry out their final thesis. Non-teaching and regulated programmes are guided in their thesis design by university legislation and the Framework Requirements for Degree Programmes of the Ministry of Education. Unless otherwise specified in the credit frameworks of this Directive, in a Bachelor's

degree programme focusing on education, students must complete the courses Bachelor's Thesis - Project (2 credits), Bachelor's Thesis (2 credits) and Bachelor's Thesis - Completion (4 credits) for a total of 8 credits. In the follow-up Master's degree programme, the student shall complete the courses Thesis - Project (4 credits), Thesis (4 credits) and Thesis - Completion (8 credits), the total credit value of which is 16 credits. Completion of all three of the above courses is a prerequisite for taking the Thesis. In the case of combined studies, these courses are a compulsory part of the core curriculum. The conditions for assigning, preparing, submitting and evaluating bachelor's and master's theses at the MU Faculty of Arts are specified in Dean's Instruction No. 1/2015 on the implementation of final theses.

- (7) The curricula of the Master's degree programme always include at least one compulsory course reflecting the international character of study at MU. The course is completed by credit and its credit value may be 0, as the conditions set out in its syllabus do not necessarily require a direct teaching or study load. Credit will be awarded according to the specifics of the field of study, e.g. for taking another course taught in a foreign language, for participating in a study abroad, for participating in a seminar conducted in a foreign language, for teaching practice conducted in a foreign language, for a paper in a foreign language at a student conference, etc. The above requirements can also be incorporated into the study plan through a block of compulsory elective courses with the same credit allocation. This compulsory subject (or block of compulsory electives) does not have to be part of the study plans for students who study a foreign language as their major.

Article 4

Study catalogue management

- (1) The departments of the MU Faculty of Arts manage the study catalogue through their catalogue administrators and in accordance with the approved study plans. The catalogue administrator is appointed by the head of the relevant department. Catalogue management rights (catalogue_a, catalogue_b) are assigned to the departments by the authorised study officer with the approval of the authorised vice-dean.
- (2) The annual revision of the course catalogue is carried out according to a schedule approved by the Dean. The catalogue administrators cooperate with the authorised study officer, check and correct data in the MU IS, introduce or cancel elective and compulsory elective courses, and confirm the accuracy of the catalogue. Course instructors check and correct syllabi and confirm the accuracy of courses. Cancellation, introduction or major modification of compulsory courses (change of ending, modification of credit value, etc.) is possible only on the basis of a written proposal by the head of the department after consultation with the programme guarantor and after written approval by the dean. The above changes are always implemented

in accordance with the graduate profile and with a view to enhancing the quality of studies.

- (3) Cancellation of elective or compulsory elective courses is the responsibility of the field supervisor, after discussion with the head of the department. The department shall cancel an elective or compulsory elective course if there is no long-term interest in it and students do not enrol in it. Prospective courses can be considered as those in which a predefined minimum number of students in the course setting (usually at least 12) show interest. The decision to implement (teach) an already announced course is at the discretion of the head of the department. A compulsory elective course can be cancelled provided that at least two compulsory elective courses of the course block remain to be chosen.
- (4) Each course in the study catalogue has its own supplier. The correct identification of the delivery unit is crucial for the allocation of the part of the educational activity subsidy to the unit whose academic staff member teaches the course on a full-time or part-time basis. Where academic staff from a department other than the supplying department are involved in the teaching of the course, it is the responsibility of the Head of the supplying department to determine a different method of financial compensation for the teaching of the staff member from the partner department.

Article 5

Determining the credit value of a course in full-time study

- (1) The credit value of the course respects the principles of the European Credit Transfer System (ECTS) and is based on the assumption that one credit represents approximately 25 hours of student work. To determine the credit value of a course in full-time study, the formula $K = Ax+B$ is used, where A is the value of the student's study load in the course related to the extent of individual preparation, x is the number of hours of weekly contact teaching of the course, and B is a constant reflecting the method of course completion.
- (2) The value of A is at least 0.5 (only in case of zero study load and passive participation in the class) and maximum 3. All requirements for study load are described in detail in the course syllabus and each of them increases the value of A by 0.5 in case of student's workload of about 12 hours, by 1 in case of workload of about 25 hours. These requirements include studying professional texts to the prescribed extent, reading primary literature according to published lists, completing a seminar paper to the prescribed extent, taking a continuous test, presenting at a seminar, conducting small research investigations, preparing practical outputs, etc. The specific assessment of the intensity of the study load is the responsibility of the course teacher and the programme guarantor. The value of B is 0 in case of completion by credit, 1 in case of completion by colloquium, 2 in case of completion by examination.

Examples:

- a) A course with 2 hours of direct instruction per week ($x = 2$), culminating in a colloquium ($B = 1$), which requires ongoing preparation in the form of studying professional texts and presenting at a seminar ($A = 0.5 + 0.5 + 0.5$), is credit-bearing:

$$K = (0,5 + 0,5 + 0,5) \cdot 2 + 1 = 4 \text{ credits}$$

- b) A course with 1 hour of direct instruction per week ($x = 1$) culminating in an examination ($B = 2$) requiring a seminar presentation ($A = 0.5 + 0.5$) is worth:

$$K = (0,5 + 0,5) \cdot 1 + 2 = 3 \text{ credits}$$

- c) A course with an increased load of 3 hours of direct instruction per week ($x = 3$) culminating in a credit ($B = 0$) that requires a credit test ($A = 0.5 + 0.5$) is worth:

$$K = (0,5 + 0,5) \cdot 3 + 0 = 3 \text{ credits}$$

- (3) The formula $K = A_1 x_1 + A_2 x_2 + B$ is used to determine the credit value of a course that is taught simultaneously as a lecture and a seminar.

Example:

A course with 1 hour of lecture ($x_1 = 1$) and 2 hours of seminar ($x_2 = 2$) culminating in a credit ($B = 0$), which requires a credit test for the lecture ($A_1 = 0.5 + 0.5$) and continuous preparation for the seminar associated with a presentation ($A_2 = 0.5 + 0.5 + 0.5$), is worth:

$$K = (0,5 + 0,5) \cdot 1 + (0,5 + 0,5 + 0,5) \cdot 2 + 0 = 4 \text{ credits}$$

Article 6

Specifics of teaching in the combined form of study

- (1) Teaching in the combined form of study combines full-time and distance forms of study. The combined form of study is intended especially for students who are already employed and are supplementing their education or improving their qualifications.
- (2) The student studies through teaching blocks and consultations, which are defined by the faculty's timetable and usually take place on Fridays or Saturdays and several times a semester. In addition to participation in teaching blocks, which is compulsory in the context of this form of study, the student prepares remotely, according to the instructions of the lecturer, usually by means of e-learning courses or other adequate study support. The student prepares seminar papers, studies assigned readings and completes assignments, which are monitored remotely (usually through electronic feedback from the teacher) or in person (by defending or presenting the topic in the course of scheduled tutorial blocks).

- (3) The curriculum (including the scope of full-time teaching, consultation blocks, credit value and method of completion) is designed so that the profile of the graduate is identical to the full-time form of study. The reduction of the full-time part of the teaching, which is carried out in the context of consultations, is constructed with regard to the nature of the discipline and the learning outcomes, which are identical for both forms (full-time and combined). The programmes in the combined form of study are designed to include a total of at least 80 hours of direct teaching per semester, with the exception of the last semester of study, which is devoted primarily to the preparation of the final thesis.
- (4) The scope of teaching practice in the combined form of study is identical to that of full-time study and corresponds to the requirements of the Ministry of Education and Science. The specific way of organising teaching practice in a given programme, including the possibility of its recognition and the form of its reflection, is described in the course syllabus or in a separate document published by the department on its website on the basis of the opinion of the programme guarantor.
- (5) The credit value of the course in the combined form of study is identical to the credit value of the course in full-time study. With identical completion of B, the weekly hourly course allocation and the student's study load can be modified in the combined form of study. The weekly contact teaching load x is given as a ratio of the total teaching hours per semester and the number of weeks of teaching in the semester (flat rate 12). The lower limit of the calculation of contact teaching in combined studies is set so that 12 hours of direct teaching per semester in full-time form corresponds to a minimum of 4 hours of contact teaching in combined studies (at the lower limit of contact teaching, $K = A + 3x + B$). However, the reduction of the full-time part of the course is not always mechanical, but takes into account the content and scope of the distance learning support and the nature of the required learning outcomes.
- (6) The proportion of full-time and distance learning is always defined in the course syllabus and the distance individual work is described including the expected study load A. If it is necessary to determine the credit value of a course that has no equivalent in full-time study, or it is necessary to determine the credit value of a non-contact course ($x = 0$), then the formula $K = A + x + B$ can be used. The value of K is always rounded up to the nearest whole number, each individual work requirement can have a value of 0.5 or 1 depending on the difficulty in the combined study, and the highest workload value is $A = 5$.

Examples:

- a) A course with 12 hours of direct instruction per semester ($x = 12 : 12 = 1$) culminating in a colloquium ($B = 1$), which requires ongoing preparation in the form of study of professional texts and mastery of classroom presentation ($A = 0.5 + 0.5$), is worth:

$$K = 1 + 1 + 1 = 3 \text{ credits}$$

b) A course with 6 hours of direct instruction per semester ($x = 6 : 12 = 0.5$) culminating in a credit ($B = 0$) that requires a credit test ($A = 1$) is worth:

$$K = 1 + 0,5 + 0 = 1,5 \text{ (2 credits)}$$

Article 7

Scope of staff teaching duties

- (1) The scope of teaching duties of academic staff is determined by the head of the relevant department with regard to the overall required performance of the staff member. The usual scope of teaching duties at the departments of the Faculty of Arts of MU is 6-10 hours of contact teaching per week for associate professor and professor, 10-16 hours for assistant and associate professor and 16-28 hours for lecturer. The work of all academic staff, except lecturers, includes creative performance as determined by the head of the department. In addition, professors and associate professors are substantially involved in the delivery of lectures in compulsory courses, in the supervision of doctoral students, and in other academic and managerial activities related to teaching.
- (2) For staff members who are exceptionally significantly involved in research activities or hold an academic position, teaching duties may be reduced proportionately at the discretion of the head of the department or the dean of the faculty.

Article 8

Final provisions

- (1) Related documents:
 - *Study and Examination Regulations of Masaryk University,*
 - *Organisational Regulations of the Faculty of Arts MU,*
 - *Dean's Instruction No. 1/2015 On the implementation of final theses.*
- (2) List of records:
 - *They're not.*
- (3) List of attachments:
 - *Annex No. 1 - Credit frameworks at PdF MU.*
- (4) Checking and updating: not specified.
- (5) Change history:

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- (6) This Directive shall enter into force on the date of its publication.
- (7) This Directive shall enter into force on 19.2.2018

Brno, 13 February 2018

doc. PhDr. Jiří Němec, Ph.D.
Dean

Annex 1

CREDIT FRAMEWORKS AT PDF MU**Table 1 - Bachelor's Degree - Education-focused, combined, full-time programmes**

| | | Credits | Notes |
|---|------------------------------------|---------|-------|
| Teacher propedeutics | Teacher propedeutics | 28 | |
| | Foreign language | 6 | |
| | TV | 2 | |
| | Practice | 10 | |
| Field of study for the main curriculum | Major (53 k.) + 2 credits for ICT | 55 | |
| | Field of didactics | 5 | |
| | Optional subjects | 6 | |
| | Final thesis (3 follow-up courses) | 8 | 2+2+4 |
| Field of study for the minor curriculum | Major (53 k.) + 2 credits for ICT | 55 | |
| | Field of didactics | 5 | |
| | Total | 180 | |

Table 2 - Bachelor's Degree - Education-focused, combined, combined programmes

| | | Credits | Notes |
|--|------------------------------------|---------|-------|
| Teacher propedeutics | Teacher propedeutics | 30 | |
| | Foreign language | 6 | |
| | Practice | 10 | |
| Departmental part of the main curriculum | Major (53 k.) + 2 credits for ICT | 55 | |
| | Field of didactics | 5 | |
| | Optional subjects | 6 | |
| | Final thesis (3 follow-up courses) | 8 | 2+2+4 |
| Field part of the secondary curriculum | Major (53 k.) + 2 credits for ICT | 55 | |
| | Field of didactics | 5 | |
| | Total | 180 | |

Table 3 - Bachelor's Degree - Education-focused programmes, single-subject, full-time

| | | Credits | Notes |
|------------------------------|------------------------------------|---------|-------|
| Teacher propedeutics | Teacher propedeutics | 30 | |
| | Foreign language | 6 | |
| | TV | 2 | |
| | Practice | 10 | |
| Single-discipline curriculum | Major (88k.) + 2 credits for ICT | 90 | |
| | Field of didactics | 5 | |
| | Optional subjects | 29 | |
| | Final thesis (3 follow-up courses) | 8 | 2+2+4 |
| | Total | 180 | |

Table 4 - Bachelor's Degree - Education-focused, single-subject, combined programmes

| | | Credits | Notes |
|------------------------------|------------------------------------|---------|-------|
| Teacher propedeutics | Teacher propedeutics | 32 | |
| | Foreign language | 6 | |
| | Practice | 10 | |
| Single-discipline curriculum | Major (88k.) + 2 credits for ICT | 90 | |
| | Field of didactics | 5 | |
| | Optional subjects | 29 | |
| | Final thesis (3 follow-up courses) | 8 | 2+2+4 |
| | Total | 180 | |

**Tab. 5 - Continuing Master's studies - combined
Teaching for elementary schools, teaching for secondary schools, associate programs,
full-time and combined**

| | | Credits | Notes |
|--|------------------------------------|---------|-------|
| Teacher propedeutics | Teacher propedeutics | 13 | |
| | Foreign language | 7 | |
| Departmental part of the main curriculum | Scope | 23 | |
| | Field of didactics | 10 | |
| | Optional subjects | 4 | |
| | Practice | 7 | |
| | Final thesis (3 follow-up courses) | 16 | 4+4+8 |
| Field part of the secondary curriculum | Scope | 23 | |
| | Field of didactics | 10 | |
| | Practice | 7 | |
| | Total | 120 | |

**Tab. 6 - Continuing Master's studies - single-subject
Teaching for primary schools, teaching for secondary schools, single subject programmes,
full-time and combined**

| | | Credits | Notes |
|---------|----------------------|---------|-------|
| Teacher | Teacher propedeutics | 13 | |

| | | | |
|------------------------------|------------------------------------|-----|-------|
| propedeutics | Foreign language | 7 | |
| Single-discipline curriculum | Scope | 53 | |
| | Field of didactics | 10 | |
| | Optional subjects | 14 | |
| | Practice | 7 | |
| | Final thesis (3 follow-up courses) | 16 | 4+4+8 |
| | Total | 120 | |

Tab. 7 - Non-teaching Pedagogy - Bachelor studies
Speech Therapy, Special Education - single-subject, full-time, combined

| | Credits | Notes |
|---|---------|---------|
| Pedagogical-psychological propedeutics | 35 | |
| Special-pedagogical basis | 86 | |
| Medical propedeutics | 15 | |
| Practice | 34 | |
| Final thesis (3 follow-up courses of the faculty offer + 1 course of the programme) | 10 | 2+2+4+2 |
| Total | 180 | |

Tab. 8 - Non-teaching pedagogy - Continuing Master's studies
Speech therapy - single-subject, full-time, combined
Special Education - programme with specialisations, full-time, combined

| | Credits | Notes |
|--|---------|-------|
| Pedagogical-psychological propedeutics | 19 | |
| Special-pedagogical basis | 14 | |
| Profiling (specialisation) | 29 | |
| Medical propedeutics | 12 | |
| Practice | 30 | |
| Final thesis (3 follow-up courses) | 16 | 4+4+8 |
| Total | 180 | |

Table 9 - Teaching assistantships in Bachelor's studies

| | Name of subject | Guarantee | Note |
|--------------|----------------------------|----------------------|-------------|
| 3rd semester | Assistantship - tutoring 1 | Department of Social | The student |

| | | | |
|---------------------|--|-------------------------------|--|
| | (2 credits) | Pedagogy | chooses from a choice of two courses |
| | Assistant practice - teaching assistant 1 (2 credits) | Department of Pedagogy | |
| | Self-experiential preparation for the profession 1 (2 credits) | Department of Pedagogy | |
| 4th semester | Assistant practice - tutoring 2 (2 credits) | Department of Social Pedagogy | The student chooses from a choice of two courses |
| | Assistant practice - teaching assistant 2 (2 credits) | Department of Pedagogy | |
| | Self-Experiential Preparation for the Profession 2 (2 credits) | Department of Pedagogy | |
| 5th semester | Assistant practice - teaching assistant 3 (2 credits) | Department of Pedagogy | |
| | Total 10 credits | | |

Tab. 10 - Reflected pedagogical practice (teaching) in the follow-up Master's Associated Studies

| | Branch 1 | Department of Pedagogy | Scope 2 |
|----------------------|------------------------------------|--|---|
| 1st semester | | Teaching practice 1 (2 + 2 credits) | |
| | | Seminar on teaching practice (1 credit) | |
| 2nd semester | Teaching practice 2 (2 credits) | | Teaching practice 2 (2 credits) |
| | | | Seminar on teaching practice (1 credit) |
| 3rd semester | Teaching practice 3 (2 credits) | | Teaching practice 3 (2 credits) |
| TOTAL CREDITS | 4 credits | 4 + 2 credits (transferred to subject departments according to involvement in teaching) | 4 credits |

Tab. 11 - Reflected pedagogical practice (teaching) in one-subject Master's studies

| | Branch 1 | Department of Pedagogy |
|--------------|------------------------------------|---|
| 1st semester | | Teaching practice 1 (2 credits) |
| | | Seminar on teaching practice (1 credit) |
| 2nd semester | Teaching practice 2 (2 credits) | |
| 3rd semester | Teaching practice 3 (2 credits) | |
| | 4 credits | 2 + 1 credit (to be transferred to subject departments according to their involvement in teaching) |

Tab. 12 Kindergarten Teaching - Bachelor's Degree

| | Credits | Notes |
|--|---------|---------------|
| Teacher propedeutics | 47 | |
| Reflected pedagogical practices | 22 | |
| The disciplinary and didactic component of didactics | 90 | |
| Electives and Introduction to Philosophical Anthropology | 11 | |
| Final thesis (3 follow-up courses) | 10 | total 2+2+2+4 |
| Total | 180 | |

Tab. 13 Teaching for Primary School Level 1 - Master's studies

| | Credits | Notes |
|--|---------|-------------|
| Teacher propedeutics | 79 | |
| Reflected pedagogical practices | 30 | |
| The disciplinary and didactic component of didactics | 165 | |
| Electives and university foundation courses (Introduction to Philosophy, History of Culture) | 10 | |
| Final thesis (3 follow-up courses) | 16 | total 4+4+8 |
| Total | 300 | |