

## Design and implementation of study programmes at VŠE

**Annotation:**

This Rector's Directive regulates the conditions for the creation and implementation of study programmes at the Prague University of Economics and Business.

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<b>Valid from:</b>	date of signing	<b>Valid until:</b>	until recalled
<b>Effective from:</b>	date of signing	<b>Effective until:</b>	until recalled

# Article I

## Introductory provisions

- (1) This Rector's Directive regulates conditions for design and implementation of study programmes at VŠE.
- (2) For the purposes of this Directive:
  - a. *a required course* is a course specified in the study plan, the completion of which is a condition for taking the final state exam, a component of the final state exam, or, in the case of doctoral studies, for enrolment in the next year,
  - b. *a required elective course* is a course determined by the study plan, which is assigned by the study plan to a given group of required elective courses, and the study plan sets out the conditions for completing the course in this group (for Bachelor's and Master's degree programmes in the form of a minimum number of credits that the student must obtain from the courses in this group). The required elective courses are distinguished into:
    - required elective courses of type A, which belong to the courses of the profiling basis and
    - required elective courses of type B, which do not belong to the courses of the profiling basis,
  - c. *a course of the profiling basis of a study programme*, a required or required elective course, the completion of which provides the student with knowledge or skills that are essential for the attainment of the professional knowledge or skills specified in the graduate profile and which correspond to, are related to or condition the knowledge or skills from the basic subject areas verified by the state exam,
  - d. *a basic theoretical course of the profiling basis of the study programme* is a course related to the theoretical and methodological basis of the relevant field of education, through the completion of which the student acquires key knowledge that is essential for achieving the professional knowledge specified in the graduate profile and which corresponds to, relates to or conditions the knowledge from the basic subject areas verified by the state exam. The basic theoretical course of the profiling basis of the study programme is one of the courses of the profiling basis of the study programme,
  - e. *an elective course* is a course specified in the study plan, which the student may take during studies to graduate,
  - f. *equivalent courses* are courses for which it is assumed that the student will complete the course by taking one of the equivalent courses. The content and focus of the equivalent courses must be comparable and must have the same number of credits for Bachelor's and Master's degree programmes.

## Article 2

### General requirements for the design and implementation of study programmes

- (1) The content and conditions for the implementation of study programmes must be in accordance with Act No.111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), as amended (the Act) and Government Regulation No. 274/2016 Coll., of 24 August 2016 on Standards for Accreditation in Higher Education.
- (2) Study programmes must be designed to meet the following general conditions:
  - a. the content of the courses taught, the teaching methods, the provision of practical teaching, the method of assessment, the content of state exams, the topics and focus of final theses must be in line with the intended learning outcomes and the profile of the graduate in the given study programme and form a logical whole; the conditions of the study programme must allow for part of the study to be completed at a foreign school or other form of international involvement,
  - b. the professional knowledge and skills and general competences acquired by students in a given study programme must be in accordance with the type and profile of the study programme; the student must demonstrate the ability to use the acquired professional knowledge and skills and general competences in at least one foreign language in the course of his/her studies in fulfilling his/her study obligations,
  - c. the standard period of study must correspond to the average study load, the content and objectives of the study and the profile of the graduate of the study programme.
- (3) The curriculum may provide for:
  - a. more than one group of required elective courses and may also stipulate that the student may or must choose one or more groups of required elective courses from certain groups. Satisfaction of the requirements of the group or groups of required elective courses specified in the curriculum is a condition for taking the state exam or part of the state exam. Within a given group of required elective courses, both A-type and B-type required elective courses cannot occur at the same time,
  - b. that all or part of the courses taught at VŠE or faculties are considered elective courses. In this case, the curriculum sets out the conditions for taking courses from this group (for Bachelor's and Master's degree programmes, in the form of a minimum number of credits that the student must obtain from courses in this group),
  - c. equivalent courses.

- (4) The conditions for assigning, supervising and defending final theses are set out in Articles 17 and 24 to 28 of the VŠE Study and Examination Rules and Article 14 of the Rules for the System of Quality Assurance of Educational, Creative and Related Activities and of Internal Evaluation of the Quality of Educational, Creative and Related Activities of VŠE (hereinafter referred to as "the Rules").
- (5) The topic of the thesis must be related to the study programme.
- (6) One person may supervise a maximum of 18 theses at the same time at VŠE, while the maximum number of works in the following structure must not be exceeded:
  - a. 12 Master's theses,
  - b. 5 doctoral dissertation theses.This number does not include the final theses of students who have interrupted their studies.

### **Article 3a**

## **Specific requirements for the design and delivery of academically oriented Bachelor's degree programmes**

- (1) In the case of an academically oriented study programme, there must be a link and connection with the creative activities of VŠE; the curriculum must enable students to acquire the theoretical knowledge necessary for the exercise of their profession, including application in creative activities, and to acquire the necessary practical skills.
- (2) The sum of the number of credits for required courses and the minimum number of credits for required elective courses of type A must be significantly more than 90 credits.
- (3) The sum of the number of credits for the required courses and the minimum number of credits for the required elective courses must be significantly more than 135 of the total number of credits required for the proper completion of studies.
- (4) The state Bachelor exam must be designed in such a way that it verifies profiling knowledge or skills from the basic subject areas acquired from required courses (especially those belonging to the courses of the profiling basis) and, if necessary, also from required elective courses of type A.
- (5) The accreditation of a study programme may provide for one of the following forms of the state Bachelor exam:
  - a. preparation and defence of the Bachelor's thesis and verification of profiling knowledge and skills combined into one examination worth 12 credits, with the proviso that this value may be reduced by the number of credits for the seminar for Bachelor's thesis if it is included among the required courses of the study programme,

- b. the defence of the Bachelor's thesis and the state exam of the study programme with 9 credits for the preparation of the Bachelor's thesis, although this value may be reduced by the number of credits for the seminar for the Bachelor's thesis if it is included among the required courses of the study programme, and 3 credits for the state exam of the study programme,
- c. a state exam from the study programme verifying knowledge and skills by applying knowledge and skills to case studies worth 6 credits.

## **Article 3b**

### **Specific requirements for the design and implementation of vocationally oriented Bachelor's degree programmes**

- (1) In the case of a vocationally oriented study programme, there must be cooperation between the study programme and practice and the curriculum must enable students, in particular, to master the practical skills needed for the profession supported by the acquisition of the necessary theoretical knowledge.
- (2) The curriculum of a vocationally oriented Bachelor's programme must include a professional practice of at least 12 weeks and the course of which the professional practice is a part must stipulate a study load equivalent to at least 15 credits.
- (3) The sum of the number of credits for required courses and the minimum number of credits for required elective courses of type A must be significantly more than 90 credits.
- (4) The sum of the number of credits for the required courses and the minimum number of credits for the required elective courses must be significantly more than 135 of the total number of credits required for the proper completion of studies.
- (5) The state Bachelor exam must be designed in such a way that it verifies profiling knowledge or skills from the basic subject areas acquired from required courses (especially those belonging to the courses of the profiling basis) and, if necessary, also from required elective courses of type A.
- (6) The accreditation of a study programme may provide for one of the following forms of the state Bachelor exam:
  - a. preparation and defence of the Bachelor's thesis and verification of profiling knowledge and skills combined into one examination worth 12 credits, with the proviso that this value may be reduced by the number of credits for the seminar for Bachelor's thesis if it is included among the required courses of the study programme,
  - b. the defence of the Bachelor's thesis and the state exam of the study programme with 9 credits for the preparation of the Bachelor's

thesis, although this value may be reduced by the number of credits for the seminar for the Bachelor's thesis if it is included among the required courses of the study programme, and 3 credits for the state exam of the study programme,

- c. a state exam from the study programme verifying knowledge and skills by applying knowledge and skills to case studies worth 6 credits.

## **Article 4a**

### **Specific requirements for the design and implementation of academically oriented Master's degree programmes**

- (1) In the case of an academically oriented study programme, there must be a link and connection with the creative activities of VŠE; the curriculum must enable students to acquire the theoretical knowledge necessary for the exercise of their profession, including application in creative activities, and to acquire the necessary practical skills.
- (2) The sum of the number of credits for required courses in the main specialisation and the minimum number of credits for required elective courses of type A in the main specialisation should be more than 60 credits; in justified cases this proportion may be lower.
- (3) The study plan of a Master's programme, with the exception of a programme in a foreign language, includes a minor specialisation, the study plan of which must include only required or required elective courses with a total value of 30 credits.
- (4) For a study programme in a foreign language, the accreditation of the study programme may provide for a study plan without a minor specialisation.
- (5) The final state exam must be designed in such a way that it verifies the profiling knowledge and skills from the basic subject areas acquired from the required courses of the main specialisation (especially those belonging to the courses of the profiling basis) or from the required elective courses of type A of the main specialisation.
- (6) The accreditation of a study programme may stipulate one of the following forms of the final state exam:
  - a. preparation and defence of the thesis and verification of profiling knowledge and skills combined in one examination worth 18 credits, with the proviso that this value may be reduced by the number of credits for up to two seminars for Master's thesis if they are included among the required courses of the study programme,
  - b. preparation and defence of the thesis for 12 credits, with the proviso that this value may be reduced by the number of credits for a maximum of two seminars for Master's thesis if they are included

- among the required courses of the study programme, and the state examination of the study programme for 6 credits,
- c. form according to a. or b. and one other partial part of the state final examination for 3 credits.

## **Article 4b**

### **Specific requirements for the design and delivery of vocationally oriented Master's degree programmes**

- (1) In the case of a vocationally oriented study programme, there must be cooperation between the study programme and practice and the curriculum must enable students, in particular, to Master the practical skills needed for the profession, supported by the acquisition of the necessary theoretical knowledge.
- (2) The curriculum of a vocationally oriented Master's programme must include a professional practice of at least 6 weeks and the course of which the professional practice is a part must stipulate a study load which includes the preparation of a part of the thesis equivalent to 30 credits.
- (3) The sum of the number of credits for the required courses in the main specialisation and the minimum number of credits for the required elective courses of type A in the main specialisation should be more than 60 credits; in justified cases this proportion may be lower.
- (4) For a vocationally oriented study programme, the accreditation of the study programme may provide for a study plan without a minor specialisation.
- (5) If a minor specialisation is part of the study plan of a vocationally oriented Master's programme, its study plan must include only required or required elective courses with a total value of 30 credits.
- (6) The final state exam must be designed in such a way that it verifies profiling knowledge or skills from the basic thematic areas acquired from the required courses of the main specialisation (especially those belonging to the courses of the profiling basis), or from required elective courses of type A of the study programme.
- (7) The accreditation of a study programme may stipulate one of the following forms of the final state exam:
  - a. preparation and defence of the thesis and verification of profiling knowledge and skills combined in one examination worth 12 credits, with the proviso that this value may be reduced by the number of credits for the seminar for Master's thesis if it is included among the required courses of the study programme,
  - b. preparation and defence of the thesis for 9 credits, although this value may be reduced by the number of credits for the seminar for Master's thesis if it is included among the required courses of the study

programme, and the state examination of the study programme for 3 credits.

## **Article 5**

### **Specific requirements for the design and implementation of doctoral study programmes**

- (1) There must be a link and connection to the scientific activities of VŠE; the curriculum must enable students to acquire the knowledge and skills needed for scientific activities.
- (2) The rules for the design of an individual study plan must require that the study plan normally has a study part, which specifies the student's professional specialisation of education, and a research part, which is related to the solution of a specific scientific or research task and the elaboration of a dissertation together with the expected publication activity.
- (3) The state doctoral examination must be a comprehensive verification of knowledge within the scope of the study programme studied. In this examination, the student must demonstrate mastery of broader theoretical knowledge, methods of independent scientific work and methods of application of new knowledge in this study programme and present the results of his/her scientific research activities.
- (4) The requirements for the dissertation thesis must be such that the student demonstrates the ability to work independently in the field of the study programme.

## **Article 6**

### **Content of the proposal for internal accreditation of a study programme**

- (1) The procedure for submitting a proposal for internal accreditation of a study programme is regulated by Article 29 et seq. of the Rules.
- (2) A proposal for internal accreditation of a study programme must include:
  - a. the name of the faculty that will implement the study programme,
  - b. part of the study programme:
    - i. the name of the study programme, its type, form and objectives of study; in the case of a Bachelor's or Master's degree programme, also the profile of the study programme,
    - ii. the profile of the graduate of the study programme, the framework of graduate employment and typical job positions that the graduate can hold,
    - iii. characteristics of study courses,
    - iv. the rules and conditions for the establishment of curricula and, where appropriate, the length and conditions of practice,



- v. the standard period of study with an average study load expressed in academic years,
  - vi. the conditions to be fulfilled by the student in the course of his/her studies in the study programme and on its proper completion, including the content of the state examinations,
  - vii. academic degree,
  - viii. the identification of the field or fields of education within which the study programme is to be carried out and the relationship to other types of study programmes in the same or related field or fields of education; in the case of a combined study programme, also the percentage of the basic subject areas belonging to each field of education in the curriculum,
- c. evidence of the staffing, financial, material and other security of the study programme for at least the standard period of study, including information on the consideration of the need to ensure conditions of equal access to higher education,
  - d. the intention of the study programme development, its justification and the expected number of admitted study applicants and information on the expected employability of study programme graduates on the labour market,
  - e. in the case of a study programme the completion of which immediately fulfils the professional prerequisites for the exercise of the regulated profession, a statement that the study programme is aimed at preparing for the exercise of the regulated profession and an opinion of the competent recognition body that the graduates of the study programme will be adequately prepared for the exercise of that profession.

(3) The proposal is submitted in the InSIS Accreditation Module.

## **Article 7**

### **Application for accreditation of a study programme with the National Accreditation Bureau for Higher Education**

- (1) A study programme or combined study programme in areas of education for which VSE does not have institutional accreditation, or a study programme to be implemented in cooperation with another legal entity, may be implemented only on the basis of accreditation granted by the National Accreditation Bureau for Higher Education (hereinafter referred to as the "Accreditation Bureau").
- (2) The procedure for submitting an application for accreditation of a study programme is regulated in Articles 34 and 35 of the Rules.

- (3) The intention to submit an application for accreditation of a study programme must include an application for accreditation with all the formalities stipulated by the legislation and the requirements of the Accreditation Bureau.
- (4) The same procedure applies in the case of an application for extension of the accreditation of a study programme.

## **Article 8**

### **Changes in the implementation of the study programme**

- (1) The basic attributes of a study programme cannot be changed in the course of the activity of the study programme being carried out as part of partial changes and can only be made by accrediting a new study programme in accordance with Article 29 or Article 34. These are the following elements listed in Article 44(2) of the Higher Education Act:
  - a. the name of the study programme,
  - b. type of study programme,
  - c. in the case of a Bachelor's or Master's degree programme, the profile of the study programme,
  - d. the standard period of study in the study programme,
  - e. academic degree,
  - f. the field or fields of education in which the study programme is to be carried out.
- (2) A substantial change to a study programme is considered to be a change that has or may have an impact on the implementation of an accredited study programme as referred to in paragraphs 3 and 4.
- (3) A faculty that implements an accredited study programme is obliged to inform the Rector without undue delay of its intention to make the following substantial changes that have or may have an impact on the implementation of the accredited study programme:
  - a. change of study programme guarantor,
  - b. changes in the composition of more than one third of the members of the doctoral study board of the doctoral study programme,
  - c. a change of the name of the specialisation if it is a Bachelor's or Master's degree programme with specializations,
  - d. a change in the objectives of study or a change in the profile of the graduate that would lead to a change in the classification of the study programme in the field of education according to the International Standard Classification of Education (ISCED-F 2013) according to the third, detailed level.
- (4) A faculty that implements an accredited study programme is obliged to inform the Rector without undue delay of the following significant changes

that have or may have an impact on the implementation of the accredited study programme:

- a. a change in the curriculum that would mean changes to courses of a profiling basis, which consist in adding new courses, deleting existing courses or substantially changing the content<sup>1</sup> of existing courses, if these changes have a substantial impact on the profile of the graduate or the acquisition of profiling knowledge and skills tested by the final state examination,
  - i. softening the conditions for individual study plans within the framework of doctoral studies, in particular reducing the requirements for study obligations,
  - ii. creative activity and completion of internships, if these changes have a significant impact on the graduate's profile or the acquisition of profiling knowledge and skills verified by the state doctoral examination,
  - iii. changes to the components of the final state examination or the state doctoral examination or to the content of these components that have a significant impact on the profile of the graduate or that change the basic theoretical areas from which the state examination tests the profiling knowledge or skills,
  - iv. a reduction in the overall scope or a change in the type of professional experience in the case of a vocationally oriented programme of study, or such reductions or changes that have a significant impact on the profile of the graduate or the acquisition of the profiling knowledge and skills tested by the state examination,
- b. changes in the provision of the study programme:
  - i. changes in staffing exceeding half of the sponsors of the profiling basis courses compared to the original figures,<sup>2</sup>
  - ii. substantial limitations on the study literature or professional databases to which students have access or substantial restrictions on such access,
  - iii. a substantial reduction in the overall capacity of teaching rooms for theoretical teaching in the study programme or a substantial reduction in practical teaching in specialist classrooms for courses of a profiling basis,

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<sup>1</sup> The incorporation of new knowledge from scientific, artistic or other creative activities into the course annotation is not considered a substantial change in the content of the course. A significant change in the content of a course is also considered a significant change in the extent of consultation, concentration or other form of contact with the teacher for courses taught at a distance.

<sup>2</sup> A change is considered to be the replacement of the originally named supervisor of this course by another person or a different way of terminating the activities of the originally named supervisor and, in the case of basic theoretical courses of a profiling basis, also a reduction in the working time of the supervisor of this course compared to the original figure.

- iv. substantial changes to the contract with the legal entity or foreign university with which the study programme is implemented in cooperation,
  - c. changes in the number of students admitted if the number of students increases by more than 30% compared to the original figure.
- (5) The changes referred to in paragraph 4 shall be considered cumulatively in relation to the data specified in the proposal for accreditation or, if the faculty has already sent information on the changes referred to in paragraph 4 during the validity of the accreditation, in relation to the data specified in this previous information.
- (6) Information on planned changes pursuant to paragraph 3 and on changes pursuant to paragraph 4 shall normally be submitted on the relevant accreditation forms, and it shall be sufficient to complete only those forms relating to the changed data. If the information does not contain the details necessary to assess the changes in terms of the standards and rules of curriculum development, the Rector may return the information to the faculty for completion or for correction of deficiencies. In such a case, he/she shall set a reasonable time limit for the completion of the information or for the correction of the deficiencies.
- (7) The Rector shall include information on duly notified planned changes pursuant to paragraph 3 and implemented changes pursuant to paragraph 4 on the agenda of the next meeting of the Internal Evaluation Board of VŠE.
- (8) Changes under paragraph 3 shall be made by the Dean of the Faculty only after discussion in the Internal Evaluation Board of VŠE and the Dean shall inform the Rector of his/her decision without undue delay. VŠE shall publish the changes and notify the National Accreditation Bureau of the changes, including information on the date of approval, within 30 days of the Dean's decision. If the changes relate to study programmes implemented on the basis of accreditation granted by the National Accreditation Bureau, VŠE shall send information about the changes to the National Accreditation Bureau within 60 days of their effectiveness.
- (9) In the event that the changes referred to in paragraph 4 relate to study programmes implemented on the basis of accreditation granted by the National Accreditation Bureau, the Rector shall send the National Accreditation Bureau information on these changes within 60 days of their taking effect (translation into educational activities).
- (10) The manner of implementing non-substantial changes to an accredited study programme shall be determined by the Dean of the Faculty in the form of a measure.

## **Article 9**

### **Requirements for the application for lifting the**

## **restriction on the accreditation of a study programme**

- (1) The request for lifting the restriction of accreditation is submitted by the Faculty's Scientific Board to the Internal Evaluation Board of VŠE.
- (2) The application must contain elements that demonstrate the elimination of the deficiencies that were listed in the decision on the limitation of accreditation issued by the Internal Evaluation Board of VŠE or the Accreditation Bureau as reasons for the limitation of accreditation. Elimination of the deficiencies shall normally be documented on the accreditation forms.
- (3) If the decision to restrict accreditation was issued by the Internal Evaluation Board of VŠE, the decision will be made by on the application itself.
- (4) If the decision to restrict accreditation was issued by the Accreditation Bureau, the Internal Evaluation Board of VŠE decides either to submit the application to the Accreditation Office or to reject the application and return it to the faculty with reasons.
- (5) Articles 34 and 35 of the Rules apply mutatis mutandis to the decision of the Internal Evaluation Board of VŠE on a request to cancel the restriction of accreditation of a study programme.

## **Article 10 Cancellation of a study programme**

- (1) In the event that there are no longer any students enrolled in an accredited study programme, even with interrupted studies, and the faculty no longer plans to enrol new students in the study programme, it shall notify the Internal Evaluation Board of VŠE without undue delay of the cancellation of the study programme.
- (2) The notification referred to in paragraph 1 shall be submitted by the Faculty's Scientific Board and shall be commented on by the Faculty's Academic Senate.
- (3) The Rector shall place the information on the announcement under paragraph 1 on the agenda of the next meeting of the Internal Evaluation Board of VŠE and, after its discussion, on the agenda of the next meeting of the Scientific Board of VŠE. The date of cancellation of a study programme shall be the date on which the VŠE Scientific Board has decided on it.
- (4) VŠE shall publish the cancellation of the study programme and notify the Accreditation Bureau of the cancellation no later than 30 days after the discussion by the Internal Evaluation Board of VŠE.