

ACCREDITATION RULES OF THE UNIVERSITY OF PARDUBICE

Article 1 Preliminary Provisions

- (1) The Accreditation Rules of the University of Pardubice (the “Accreditation Rules”) are based on the conditions for the implementation of study programmes at the University set by the Higher Education Act, applicable legislation, and the procedures recommended by the Accreditation Office and the Internal Evaluation Board.
- (1) According to the Accreditation Rules, the accreditation procedure is a process during which the Accreditation Office or the Internal Evaluation Board assesses the fulfilment of the University's conditions for granting authorization to carry out study programmes. The result of the assessment is the granting or non-granting of authorization to carry out study programmes, i.e. accreditation. Non-existence of an appropriate accreditation shall result in impossibility to accept applicants, provide classes, take exams, or award academic degrees.
- (2) These Accreditation Rules set out the details of the preparation, submission, and discussion of proposals in connection with the accreditation of the study programme, institutional accreditation, and accreditation of the habilitation procedure and the procedure for appointment as a professor.
- (3) Institutional accreditation grants the University the right to act independently in creating and implementing specified type(s) of study programme(s) in specified area(s) of education. Institutional accreditation is granted by the Accreditation Office.
- (4) Accreditation for a study programme of a given type and profile, for which the University fails to have institutional accreditation, is granted by the Accreditation Office.
- (5) The authorization of the University or a part thereof to conduct the habilitation procedure or the procedure for appointment as a professor in a given field is granted by the Accreditation Office.

PART I Institutional Accreditation

Article 2 Application for the Granting or Extension of Institutional Accreditation

- (1) Institutional accreditation is granted to the University by the Accreditation Office against a written request from the University. The conditions for granting institutional accreditation for specific area(s) of education are mainly determined by the law and Government Regulation No. 274/2016 Sb., on Standards for Accreditation in Higher Education, and Government Regulation No. 275/2016 Sb., on Education Areas in Higher Education.

- (2) The written application for institutional accreditation shall contain:
 - a) the name of the university,
 - b) identification of the area(s) of education in which the University intends to operate on the basis of accreditation, and the type(s) of study programmes,
 - c) an internal quality evaluation report together with any amendments thereto,
 - d) a self-evaluation report containing the fulfilment of individual requirements arising from the relevant standards for accreditation, including requirements relating to the financial, material, and other security of the University's activities and their development,
 - e) other requirements stipulated by legislation and procedures recommended by the Accreditation Office.
- (3) Applying for institutional accreditation or the extension of institutional accreditation at the University shall be initiated by:
 - a) the Dean of the faculty in case of the proposal for the area of education within which the study programmes are or are to be implemented at one faculty,
 - b) the Deans of the faculties in case of the proposal for the area of education within which the study programmes are or are to be implemented at several faculties. Regarding subsequent preparation and discussion of the draft application, one of the Deans of the faculties shall be the coordinator.
- (4) When the bodies of the faculties involved discuss and approve the intention to submit an application for institutional accreditation or its extension, the Dean (the "Submitter") shall submit the intention to the Rector who shall forward it for discussion and approval to the Internal Evaluation Board and subsequently to the Scientific Board of the University. Furthermore, the Rector shall submit the application for institutional accreditation or its extension to the Accreditation Office by the Rector.
- (5) According to Paragraph 3, the University may attach to the application an evaluation of its activities carried out by a generally recognized evaluation agency which is registered in EQAR (European Quality Assurance Register for Higher Education) or is a member of ENQA (European Association for Quality Assurance in Higher Education).
- (6) During the period of validity of the institutional accreditation, the University may request its extension for other area(s) of education or for other type(s) of study programmes within the area for which institutional accreditation has already been granted; this extension shall not affect the period of validity of the institutional accreditation.

Article 3

Expiration of Institutional Accreditation

- (1) Institutional accreditation shall expire at the end of the period for which the accreditation was granted, either by withdrawing the accreditation for reasons stipulated by law or by notifying the Accreditation Office that the University renounces institutional accreditation for certain area(s) of education.
- (2) Following the proposal of the Rector, the intention to renounce institutional accreditation is discussed and approved by the Internal Evaluation Board and subsequently by the Scientific Council of the University. The intention shall only be submitted upon the statement by the Dean(s) of the faculties who have participated or are participating in the implementation of study programmes in the given area(s) of education.

PART II
**Accreditation of Study Programmes within Institutional Accreditation,
the Internal Accreditation**

Article 4
Proposal for Internal Accreditation of a Study Programme

- (1) The proposal for internal accreditation of a study programme shall be submitted by the Submitter to the Rector after the opinion of the Academic Senate of the faculty implementing the study programme or of Academic Senates of the faculties implementing the joint study programme, and after the approval of the proposal by the Scientific or Arts Board of the relevant faculty or faculties. The Rector shall notify the Vice-Rectors of the University and the Deans of the Faculties (the “Extended Management”) of this intention and, together with any statement, submit a proposal for discussion to the Internal Evaluation Board. The opinion of the Internal Evaluation Board is published on the University's website.
- (2) The application for internal accreditation of a study programme contains, in particular, the data on the study programme, the guarantor of the study programme, as well as the personnel, financial, information, and material provision of the study programme. The details of the application for internal accreditation of a study programme are regulated by the Rector’s measure on which the Internal Evaluation Board comments.
- (3) If the proposal for the internal accreditation of a study programme is incomplete or shows other deficiencies, the Internal Evaluation Board shall invite the Submitter to supplement and eliminate them. The Internal Evaluation Board may set a deadline for the Submitter to supplement or eliminate defects.

Article 5
Discussing a Proposal for Internal Accreditation of a Study Programme

- (1) The Internal Evaluation Board shall assess whether the proposal for internal accreditation of a study programme meets the requirements arising from legal regulations, internal regulations, and standards of the University’s study programmes, and whether it is in line with the strategic intent of the University's educational and creative activities.
- (2) In justified cases, the Internal Evaluation Board may suspend the discussion of the proposal for internal accreditation of a study programme and request the Submitter to supplement or modify the proposal. The Internal Evaluation Board shall set a deadline for the Submitter to complete or revise the proposal. This deadline may be extended upon a written request from the Submitter.
- (3) The proposal for internal accreditation of a study programme is commented on by the relevant expert commission of the Internal Evaluation Board which may set up a working team or request further expert opinions. A local inquiry may also be conducted to the extent defined by the Chair of the Internal Evaluation Board.
- (4) The Internal Evaluation Board shall decide the opinion on the proposal for internal accreditation of a study programme within 90 days of receiving the Submitter's proposal. This period shall not

include the period during which deficiencies are removed in accordance with Article 4 (3), and the period during which proceedings are suspended pursuant to Article 5 (2).

- (5) The resolution of the Internal Evaluation Board shall contain:
- a) name, type, and profile of the study programme,
 - b) standard study time,
 - c) form of study,
 - d) the area(s) of education to which the study programme belongs,
 - e) designation of the faculty implementing the study programme,
 - f) the decision of the Internal Evaluation Board,
 - g) in the case of a consent decision, the period during which the study programme may be implemented,
 - h) a brief justification for the decision, including the imposition of any corrective measure or a request for an inspection report.
- (6) Authorization to carry out a study programme within the framework of internal accreditation may be granted by the Internal Evaluation Board for a period not exceeding 10 years.
- (7) The resolution of the Internal Evaluation Board, together with information on the accessibility of studies for people with disabilities, shall be published in the public section of the University's website without undue delay.

Article 6

Extension of Internal Accreditation of a Study Programme and Changes in a Study Programme

- (1) During the implementation of a study programme, the Submitter of an application for internal accreditation of a study programme may request the Internal Evaluation Board to:
- a) extend the accreditation to include another form of study,
 - b) extend the accreditation to include a cooperation with another university, including a cooperation with a foreign university or with a department of the Academy of Sciences of the Czech Republic,
 - c) extend the accreditation to include the right to carry out a study programme even in another language of education.
- (2) Other changes to a study programme, the scope of which does not affect the profile of a graduate, shall be announced in advance by the Submitter to the Internal Evaluation Board and during its implementation.

Article 7

Restriction, Withdrawal, or Expiration of Internal Accreditation of a Study Programme

- (1) If the Internal Evaluation Board finds serious deficiencies in the implementation of a study programme, they shall, through the Dean, call on the Guarantor of the study programme to have them removed within a reasonable period of time.
- (2) If serious deficiencies persist, the Internal Evaluation Board shall decide, depending on the nature of the matter, to:
- a) restrict internal accreditation of the study programme by the prohibition to admit other applicants to study the given programme,
 - b) withdraw the authorization to carry out the study programme.

- (3) The resolution of the Internal Evaluation Board shall include a written reasoning. The internal accreditation of a study programme expires:
- a) at the end of the period for which the authorization to carry out the study programme was granted,
 - b) by the withdrawal of the authorization to carry out the study programme.
 - c) for other reasons stated under S 86 (3) of the Higher Education Act,
 - d) by a notification of the University on the termination of the study programme based on the Submitter's proposal and after discussion by the Scientific Board and the Academic Senate of the faculty.

Article 8

Reviewing the Resolution of the Internal Evaluation Board

- (1) The Submitter of the proposal for the internal accreditation of a study programme may request the Rector to review the resolution of the Internal Evaluation Board concerning the internal accreditation of the study programme. The request shall be submitted within 30 days of the publication of the resolution.
- (2) The Rector shall review the legality of resolutions of the Internal Evaluation Board, as well as compliance with the University's internal regulations and standards.
- (3) Regarding the resolution of the Internal Evaluation Board, the Rector shall proceed as follows:
 - a) acknowledge the resolution, or
 - b) repeal the resolution and return it to the Internal Evaluation Board for reconsideration. In this case, the following decision of the Internal Evaluation Board is final.

PART III

Accreditation of Study Programmes by the Accreditation Office

Article 9

- (1) If the authorization to carry out a study programme of a given type, profile, and form in given area(s) of education fails to result from the institutional accreditation of the University, the University may obtain this authorization by granting accreditation of the given study programme by the Accreditation Office.

Article 10

Submission and Discussion of the Intent to Submit an Application for Accreditation or Extension of Accreditation of a Study Programme

- (1) The intent to submit an application for accreditation or extension of accreditation of a study programme is based on the requirements set by law, Government Decree No. 274/2016 Sb., on Standards for Accreditation in Higher Education, and Government Decree No. 275/2016 Sb., on Education Areas in Higher Education, and the best practices recommended by the Accreditation Office.

- (2) Articles 4 and 5 shall reasonably apply to the submission of an application for accreditation or the extension of accreditation of a study programme as well as to the discussion of a proposal within the bodies of the University and the faculty.
- (3) After the approval of the intention to submit an application for accreditation or the extension of the accreditation of a study programme by the Internal Evaluation Board, the Rector shall submit the application to the Accreditation Office.
- (4) If the Internal Evaluation Board does not approve the intention to submit an application for accreditation or the extension of the accreditation of a study programme, it shall be returned with the reasoning to the Submitter for reconsideration. Depending on the circumstances, the Submitter shall remain on the submitted plan of accreditation of a study programme, supplement or otherwise change it, or withdraw it. The persistence of the original intention of accreditation of a study programme shall be explained separately by the Submitter.

Article 11

Expiration of Accreditation of a Study Programme

- (1) Accreditation of a study programme expires by withdrawing the accreditation, notifying the University of the cancellation of the study programme, or by the expiration of the period for which the accreditation was granted.

PART IV

Accreditation of the Habilitation Procedure and the Procedure for Appointment as a Professor

Article 12

- (1) The proposal for the submission of an application for accreditation or the extension of accreditation of the habilitation procedure or procedure for appointment as a professor to the Accreditation Office in the given field shall be submitted, after its approval in the Scientific or Arts Boards of the faculty, by the Submitter to the Rector who shall submit it to the Internal Evaluation Board for discussion.
- (2) The proposal for submitting an application for accreditation of the habilitation procedure and the procedure for appointment as a professor shall contain the following:
 - a) the name of the university or the name of the faculty at which the procedure will take place,
 - b) the field of habilitation procedure or procedure for appointment as a professor,
 - c) a description of the system of quality assurance of educational, creative, and other related activities as well as internal evaluation of the quality of educational, creative, and other related activities of the University, together with the evaluation of the necessary personnel, financial, material, and other support of the field and its development,
 - d) a list of members of the Scientific Board of the University, or members of the Scientific or Arts Boards of the faculty concerned,
 - e) other necessary annexes as required by the Accreditation Office.

- (3) If the proposal for the application for accreditation of the habilitation procedure or the procedure for appointment as a professor is incomplete or if it shows other defects that prevent its discussion or application, the Internal Evaluation Board shall invite the Submitter to remove the defects.
- (4) In the case of accreditation of a procedure that has not yet been carried out at the faculty, the Rector shall notify the Extended Management of the submission of an application for accreditation of the habilitation procedure or the procedure for appointment as a professor. Any statement thereto shall constitute a part of the documents for further discussion of the application.
- (5) After approving the intention to submit an application for accreditation of the habilitation procedure and the procedure for appointment as a professor by the Internal Evaluation Board, the Rector shall submit a complete application to the Accreditation Office.
- (6) If the Internal Evaluation Board fails to approve the intention to submit an application for accreditation of the habilitation procedure or the procedure for appointment as a professor, they shall return it with reasoning to the Submitter. Depending on the circumstances, the Submitter shall remain on, supplement, or otherwise change the submitted accreditation plan for the habilitation procedure or the procedure for appointment as a professor, or withdraw it. The persistence of the original intention of accreditation of the habilitation procedure or the procedure for appointment as a professor shall be explained separately. The following decision of the Internal Evaluation Board shall be final.
- (7) In the case of a positive opinion of the Internal Evaluation Board, the Rector shall submit an application for accreditation of the habilitation procedure or the procedure for appointment as a professor to the Accreditation Office no later than 90 days from the date of the receipt of the proposal from the Submitter. This period shall not include the period during which the defects were removed in accordance with Paragraph 3.