



ACCREDITATION CODE OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

Part I

Basic provisions

Article 1

Subject matter

- (1) The Accreditation Code of the Czech Technical University in Prague (hereinafter referred to as the “Code”) is an internal regulation of the Czech Technical University in Prague (hereinafter referred to as “CTU”).
- (2) The Code sets out processes inside CTU, primarily with regards to the creation and approval of
 - a) Institutional accreditation for an area of education,
 - b) Accreditations of study programmes (hereinafter referred to as an “SP”) accredited in the framework of institutionally accredited areas of education,
 - c) Accreditations of SPs accredited by the National Accreditation Bureau for Higher Education (hereinafter referred to as “NAB”), i.e. outside the framework of institutionally accredited areas of education,
 - d) Accreditations of the habilitation procedure and procedure for appointment of professors,
 - e) Specific procedure in accreditation processes of SPs (e.g., termination, extension, changes of the SP).
- (3) The Code follows from the requirements of NAB, the Higher Education Act¹ (hereinafter referred to as the “Act”) and other legal regulations and internal regulations of CTU².

Part II

Institutional accreditation for an area of education

Article 2

Basic provisions

¹ Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), as amended.

² CTU Standards of Study Programmes – CTU internal regulation (Rector’s Order) regulating the set of binding requirements for study programmes implemented at CTU.

- (1) Institutional accreditation means CTU is authorized to independently create and implement a given type or types of study programmes (hereinafter referred to as an “SP”) in a given area or areas of education.
- (2) The institutional accreditation for an area or areas of education and within them for a respective type or types of SPs is awarded by NAB based on a written application by CTU.
- (3) An application for institutional accreditation for an area or areas of education shall contain:
 - a) A denomination of the area or areas of education in which CTU wants to be active,
 - b) A report on internal quality assessment of educational, creative and other related activities, the preparation and discussion of which is set out in an internal regulation,
 - c) A self-assessment report that describes and evaluates the fulfilment of requirements following from individual standards on accreditations,
 - d) Other requirements set out in a legal regulation.
- (4) Faculties that implement or want to implement an SP in the given area or areas of education take part in the preparation of the application for the institutional accreditation referred to in Para 3 (a) and (c).

Article 3

Proposal of institutional accreditation for an area of education

- (1) The rector will invite deans of faculties to present proposals for an area or areas of education in which a faculty implements or wants to implement SPs for the purpose of determining an area or areas of education in which CTU wants to be active based on the institutional accreditation.
- (2) The proposal under Para 1 is approved by the faculty’s Scientific Council (hereinafter referred to as the “faculty SC”) following a statement of the faculty’s Academic Senate (hereinafter referred to as the “faculty AS”).
- (3) The rector shall submit the proposals of the submitted areas of education to the CTU Scientific Council (hereinafter referred to as “SC CTU”) following a statement from the Internal Evaluation Board (hereinafter referred to as “IEB”).
- (4) The submitter or submitters of proposals for an area of education are:
 - a) A faculty dean in case of a proposal for an area of education in the framework of which study programmes are or will be implemented at one faculty.
 - b) Deans of faculties or heads of university institutes in case of a proposal for an area of education in the framework of which study programmes are or will be implemented at more faculties, or possibly with the participation of CTU university institutes. If this is the case, then one faculty will act as the coordinator of the preparations and discussions of the proposal for an area of education.

- (5) In case of factual objections to the proposal for an area of education, SC CTU will return the proposal for an area of education through the rector to the submitters of the proposal for an area of education for a new discussion.
- (6) After the proposals for areas of education are approved by SC CTU, the rector will invite the submitters to present documents for the purpose of preparation of a self-assessment report; in case the documents are incomplete or they have other flaws, the rector will invite the submitters to complete the documents or remove the flaws. The rector will set a deadline for completing the documents and removing the flaws; the deadline can be postponed.

Article 4

Submitting an application for institutional accreditation

- (1) The plan to submit an application for institutional accreditation for an area or areas of education is approved by SC CTU following a proposal by the rector and a statement from IEB.
- (2) In justified cases, SC CTU can interrupt the discussion of the plan to submit an application for institutional accreditation and ask the rector to complete or revise the documents.
- (3) After the plan to submit an application for institutional accreditation has been approved by SC CTU, the rector will submit the application for institutional accreditation to NAB.

Article 5

Extending an institutional accreditation in an area of education

- (1) During the period of validity of an institutional accreditation, a request can be submitted for an extension of the institutional accreditation by another area or areas of education or by another type or types of study programmes in the framework of the area for which the institutional accreditation has already been awarded.
- (2) Extending the institutional accreditation does not mean that its validity is extended.
- (3) The initiative to submit an application for the extension of an institutional accreditation can come from the dean or deans of faculties. The procedure described in Articles 3 and 4 shall be used *mutatis mutandis* in the preparation and discussion of the extension of an institutional accreditation.

Article 6

Termination of an institutional accreditation in an area of education

- (1) An institutional accreditation is terminated after the period for which the accreditation was awarded has expired, after it has been removed in accordance with a legal regulation or after CTU notifies NAB that it gives up the institutional accreditation for an area or areas of education.
- (2) The plan to give up an institutional accreditation is approved by SC CTU following a proposal from the rector. Prior to the approval of the plan to give up an institutional accreditation for an area or areas of education, faculty SCs and faculty ASs that participate or have participated in the implementation of study programmes in the given area or areas of education provide a statement on the plan.

Part III

Creation of a permission to implement a study programme in the framework of an institutionally accredited area of education

Article 7

Basic provisions

- (1) Based on an institutional accreditation for an area or areas of accreditation, IEB awards a faculty or faculties a permission to implement an SP.
- (2) With respect to the creation of a permission to implement an SP in the framework of an institutionally accredited area of education, an internal process of approval at CTU happens in 2 steps:
 - a) Creating a concept of an SP,
 - b) Creating a proposal for an SP.

Article 8

Concept of a study programme

- (1) The dean submits a concept of an SP to the faculty SC for approval. The faculty SC shall assess whether the concept is in line with the strategic plan of educational and creative activity of the faculty.
- (2) Detailed requirements for the concept are regulated by an internal CTU standard, which is discussed by IEB prior to being published.
- (3) The text of an agreement on collaboration with another university, the Czech Academy of Sciences or with another legal entity provided the Act permits it, or an agreement of all constituent parts of CTU that will participate in the implementation of the SP is part of the concept.
- (4) The faculty SC shall provide reasons for its decision in case it rejects the concept.
- (5) After the faculty SC approves the concept, the dean shall present it to the rector. The rector will submit the concept to IEB for comments.
- (6) The rector will inform the submitter about the result of the discussion of the concept at IEB. In case IEB has factual objections to the concept, the submitter can decide whether they will revise the concept or whether they insist on it being passed on to SC CTU. In case the submitter decides to revise the concept, the rector will pass on the revised concept to IEB for a new discussion. In case the submitter decides that they insist on submitting the concept to SC CTU or in case IEB issues a positive statement, the rector shall pass the concept on to SC CTU for approval.

- (7) In justified cases, SC CTU can interrupt the discussion of the concept and ask the submitter to complete, or possibly revise the concept. SC CTU will set a deadline for completing or revising the concept; the deadline can be postponed.
- (8) In case SC CTU rejects the concept, a new concept of an identical SP can be submitted to SC CTU after one year has passed since the negative statement was issued, following a prior statement from IEB.
- (9) In case an accreditation of a study programme is extended with possible modifications (hereinafter referred to as "reaccreditation"), no new concept of the SP is prepared.

Article 9

Proposal of a study programme

- (1) Based on an approved concept of an SP, the submitter will prepare a proposal of the SP.
- (2) The proposal of a study programme shall contain all requirements in the structure set out by IEB.
- (3) The dean will submit the prepared proposal to the faculty SC for approval. Before the proposal is approved by the faculty SC, the faculty AS shall issue a statement on the proposal. In justified cases, the faculty SC can interrupt the discussion of the proposal and ask the submitter to complete or possibly revise the proposal. The faculty SC will set a deadline for completing or revising the proposal; the deadline can be postponed. The faculty SC shall provide reasons for its decision in case it rejects a proposal.
- (4) After the proposal of the SP is approved, the dean will submit the proposal of the SP to the rector.
- (5) The rector will submit the proposal of the SP to IEB for approval. IEB shall assess whether the proposal complies with the requirements of the legal regulations, internal regulations and internal standards for study programmes at CTU.
- (6) Within 90 days after receiving the proposal, IEB will discuss the proposal and issue a decision by which it grants the permission to implement the SP, or it will rule to reject the proposal; the deadline may be postponed if in justified cases IEB interrupts the discussion of the proposal and asks the submitter to complete or revise the proposal.

Article 10

Grant of permission to implement a study programme

- (1) IEB will grant permission to implement a study programme for a minimum of 10 years. The permission to implement a study programme for a period of less than 10 years (but for the standard period of study as a minimum) can be granted provided:
 - a) Permission to implement a study programme shall be granted in order to fulfil the need to allow students to finish their studies,
 - b) The study programme does not provide a strong enough guarantee of a proper assurance and development, primarily from the point of view of staffing and meeting the standards for study programmes at CTU for a period of 10 years,

- c) The faculty requests it.
- (2) The decision of IEB on granting permission to implement a study programme will contain:
- a) Name and type of SP,
 - b) Standard period of study,
 - c) Type of study,
 - d) In case of an SP with specialization the names of specializations,
 - e) The period for which the SP can be implemented,
 - f) The area or areas of education in which the SP belongs; in case of a combined SP also the share of areas of education in instruction,
 - g) In case of an SP under Article 5, Para 5 (a) and (b) of the CTU Statute the name of the faculty, in case of an SP under Article 5, Para 5 (c) of the CTU Statute the names of faculties or a cooperating university institute or institutes, the Czech Academy of Sciences or a foreign university or another entity, provided the legal regulations permit it,
 - h) In case of implementation of a study programme outside the registered address of the faculty, the name and the registered address of the detached workplace of CTU,
 - i) The language of instruction.
- (3) In case a permission is granted under Para 1 (b), the decision of IEB shall include the duty to take possible remedial measures or to submit a control report.
- (4) The decision of IEB on granting permission to implement an SP is signed by the rector.
- (5) The decision of IEB on granting permission to implement an SP together with the information on the accessibility of the study for people with disabilities will be published in the public section of the CTU website without unnecessary delay.

Article 11

Non-granting of permission to implement a study programme

- (1) IEB will issue a decision on non-granting of permission to implement SP if the proposal
- a) Is not in compliance with legal regulations, internal regulations and internal standards of CTU,
 - b) It does not meet the standards for study programmes at CTU,
 - c) It does not include all the requirements critical for its approval, or these flaws have not been removed before the deadline ends.
- (2) The decision of IEB must include the reasoning.

- (3) IEB shall inform the submitter about the result of the discussion through the rector.

Article 12

Review of the IEB decision

- (1) The submitter or submitters of the proposal can ask the rector to review the decision of IEB on non-grating, withdrawal or restriction of the permission to implement an SP. The request for review of the decision of IEB must be lodged within 30 days after the decision was announced.
- (2) The rector will submit the decision of IEB to SC CTU for review of its compliance with legal, internal regulations and other internal standards of CTU.
- (3) Within 120 days SC CTU will do the following about the decision of IEB to not grant permission to implement an SP
 - a) Confirm it, or
 - b) Cancel it and return it to IEB for a new discussion; in such case the subsequent result of the discussion at IEB is final.

Article 13

Extending the permission to implement a study programme

- (1) In the course of the implementation of an SP, the submitter or submitters can request
 - a) Extension by another type of study,
 - b) Extension by a specialization,
 - c) Extension to a detached workplace of CTU,
 - d) Extension by collaboration with a workplace of the Czech Academy of Sciences or a research organization from the European Union in accordance with the relevant legal regulation,
 - e) Extension by collaboration with a foreign university,
 - f) Granting of permission to implement this study programme also in another language of instruction.
- (2) Serious changes in the SP in the course of its implementation as set out in an internal standard of CTU on which IEB issues a statement will be announced to IEB by the dean of faculty or deans of faculties in advance.
- (3) In cases under Para 1 and 2, it shall be proceeded *mutatis mutandis* in accordance with Article 9 et seq.

Article 14

Restriction on or withdrawal of permission to implement a study programme

- (1) If IEB identifies serious flaws in the implementation of an SP, it will invite the submitter to remove them; it will set a reasonable deadline to do so.
- (2) In case serious flaws in the implementation of an SP are not removed, IEB will decide, depending on the nature of the case,
 - a) To restrict the permission to implement the SP, that is to ban the admission of new applicants to study the given SP,
 - b) To withdraw the permission to implement the study programme;

The decision must include the reasoning.

Article 15

Termination of permission to implement a study programme

- (1) Permission to implement an SP is terminated
 - a) After the period for which the permission to implement the SP was granted expires,
 - b) By announcement of CTU on the cancellation of the SP based on a proposal of the dean of faculty or deans of faculties in accordance with Para 2 in the public section of the CTU website,
 - c) After withdrawal of permission to implement the SP in accordance with Article 14, Para 2 (b),
 - d) For other reasons in accordance with legal regulations³.
- (2) A proposal to terminate an SP under Para 1 (b) is submitted to the rector by the dean or deans of faculties after it has been discussed by the faculty SCs and faculty ASs, possibly also by the head of a participating university institute after it has been discussed by the institute's Scientific Council. Permission to implement an SP is terminated by an announcement of the rector in the public section of the CTU website.

Part IV

Creation of a permission to implement a study programme accredited by NAB⁴

Article 16

Basic provisions

- (1) If the permission to implement an SP of a given type, or a profile in a given area or areas of education does not follow from the institutional accreditation of CTU, CTU can acquire this permission by being granted an accreditation for the given SP by NAB.

³ Section 86, Para 3 of the Act.

⁴ I.e. outside of the framework for institutionally accredited areas of education.

- (2) Before submitting an application for accreditation of an SP to NAB, an internal process of creation of the accreditation file in 2 steps takes place at CTU:
 - a) Creating a concept of an SP,
 - b) Creating a proposal of an SP.

Article 17

Concept of a study programme

- (1) During the creation and approval of a concept of an SP, the procedure is as described in Article 8.

Article 18

Plan of a study programme

- (1) Based on the approved concept of an SP, the submitter will prepare a plan of the SP for the purpose of submitting an application for accreditation of the SP.
- (2) The plan shall contain all requirements set out in legal regulations⁵.
- (3) The dean will submit the prepared plan to the faculty SC for approval. Before the plan is approved by the faculty SC, the faculty AS shall issue a statement on the proposal. In justified cases, the faculty SC can interrupt the discussion of the plan and ask the submitter to complete, or possibly revise the plan. The faculty SC will set a deadline for completing or revising the plan; the deadline can be postponed. The faculty SC shall provide reasons for its decision in case it rejects the plan.
- (4) After the plan is approved, the dean will submit the proposal of the SP to the rector
- (5) The rector will submit the plan to IEB for approval. IEB shall assess whether the plan complies with the requirements of the legal regulations, internal regulations and internal standards for study programmes at CTU.
- (6) The rector will inform the submitter about the result of the discussion of the plan at IEB. In case IEB has factual objections to the plan, the submitter can decide whether they will revise the plan or whether they insist on it being passed on to SC CTU. In case the submitter decides to revise the plan, the rector will pass on the revised plan to IEB for a new discussion. In case the submitter decides that they insist on submitting the plan to SC CTU or in case IEB issues a positive statement, the rector shall pass the concept on to SC CTU for approval.

Article 19

Collaboration with other legal entities

- (1) The plan to submit an application for accreditation of a study programme can be submitted by CTU together with a legal entity under conditions stipulated by the Act⁶.

⁵ Section 79 of the Higher Education Act, Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education, and the requirements of the Accreditation Bureau.

- (2) The submitters will present, together with the plan to submit an application for accreditation of a study programme, an agreement on mutual cooperation in implementing of the study programme; the agreement shall be signed by the dean after the faculty AS issues a statement and after it has been discussed by SC CTU.

Article 20

Collaboration with foreign universities

- (1) The plan to submit an application for accreditation of a study programme can be submitted by CTU together with a foreign university.
- (2) The conditions of the collaboration are regulated, in compliance with legal provisions and legal regulations of the country where the collaboration with a foreign university is set up, by an agreement of the participating universities (hereinafter referred to as an “agreement on inter-university studies”).
- (3) The requirements of the agreement on inter-university studies with a foreign university are set out in an internal standard of CTU.

Article 21

Discussion of the plan to submit an application for accreditation of a study programme

- (1) SC CTU shall assess the compliance of the plan to submit an application for accreditation of an SP with the CTU Strategic Plan.
- (2) In justified cases, SC CTU can interrupt the discussion of the plan and ask the submitter to complete or revise the documents. SC CTU will set a deadline for completing or revising the concept; the deadline can be postponed.
- (3) SC CTU will discuss the plan and take a decision within 120 days after the plan has been presented; the period of interruption of the discussion in accordance with Para 2 is not included in this period.
- (4) The approval of SC CTU of the plan to submit an application for accreditation of an SP shall include:
 - a) Name and type of SP,
 - b) Standard period of study,
 - c) Type of study,
 - d) In case of an SP with specialization the names of specializations,
 - e) The period for which the SP can be implemented,

- f) The area or areas of education in which the SP belongs; in case of a combined SP also the share of areas of education in instruction,
 - g) In case of an SP under Article 5, Para 5 (a) and (b) of the CTU Statute the name of the faculty, in case of an SP under Article 5, Para 5 (c) of the CTU Statute, the names of faculties or a cooperating university institute or institutes, the Czech Academy of Sciences or a foreign university or another entity, provided the legal regulations permit it,
 - h) The language of instruction.
- (5) In case SC CTU does not approve of the plan, it will return it with justification to the submitter for a new discussion.
- (6) After the plan is approved, the rector will submit the application for accreditation of an SP to NAB.

Article 22

Extension of scope and period of accreditation of a study programme and changes in the study programme during its implementation

- (1) In case of a discussion of an application to extend the validity of an accreditation of an SP or an application to extend the scope of an existing accreditation of an SP, the procedure is mutatis mutandis as described in Articles 18 to 21.
- (2) Serious changes in an SP in the course of its implementation, as stipulated in an internal standard of CTU, on which IEB gives its opinion, shall be announced by the dean of faculty or deans of faculties to SC CTU; SC CTU will discuss them in accordance with Article 21.

Article 23

Termination of accreditation of a study programme

- (1) An accreditation of an SP is terminated by withdrawal of accreditation, an announcement by the university of cancellation of the study programme or after the period for which the accreditation was awarded has expired.
- (2) The proposal to terminate an SP is submitted to the rector by a dean of faculty after it has been discussed by the faculty SC and faculty AS. An SP is terminated by an announcement of the rector in the public section of the CTU website after it was approved by SC CTU.

Part V

Accreditations of the habilitation procedure and procedure for appointment of professors

Article 24

Application for accreditation

- (1) The proposal to submit an application for accreditation of the habilitation procedure and procedure for appointment of professors (hereinafter referred to as the “procedure”) is submitted to the rector by the dean of the relevant faculty after it has been approved by the faculty SC.
- (2) The proposal to submit an application for accreditation of the procedure shall include:
 - a) Requirements stipulated by a legal regulation⁷,
 - b) Data on academic workers that are responsible for the study branch⁸.
- (3) In case the proposal to submit an application for accreditation of the procedure is incomplete or if it has other flaws that impede the discussion, the rector will invite the dean to remove the flaws.

Article 25

Discussion of an application for accreditation

- (1) The proposal to submit an application for accreditation of the procedure is submitted by the rector to SC CTU for approval.
- (2) If the opinion of SC CTU suggests that there are doubts about the appropriateness to conduct procedures in the proposed study branch, the rector shall pass this opinion to the dean that has submitted the proposal for consideration, or ask for additional documents.
- (3) In case of factual objections to the original proposal, the dean shall require a new opinion from SC CTU. Depending on the circumstances, the dean can stand by their proposal, complete or otherwise modify it, or withdraw it. Standing on the proposal must be justified separately.

Article 26

Submitting an application for accreditation

- (1) In case of a positive statement by SC CTU on the proposal for an application, the rector shall submit the application for accreditation of the procedure to NAB within 120 days after they have received the dean’s proposal. This period does not include the period during which flaws are removed in accordance with Article 25, Para 3.
- (2) The opinion of SC CTU is enclosed to the application.

⁷ Section 82, Para 2 of the Act on Higher Education Institutions and Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education.

⁸ Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education.

Part VI
Temporary and final provisions

Article 27
Temporary provisions

- (1) Procedures initiated before the day on which this Code comes into effect will be completed pursuant to the existing regulations unless the rector decides otherwise.
- (2) In case of programmes accredited at constituent parts outside faculties before this Code comes into effect, it is possible to apply for reaccreditation provided that:
 - a) The plan to submit an application for reaccreditation, extension of scope or period of validity of an accreditation of study programmes (hereinafter referred to as a “plan for reaccreditation”) is approved by SC CTU following a proposal by the rector after it has been discussed by AS CTU; the rector will ask IAB CTU to issue a statement on it in advance.
 - b) In this discussion, the plan for reaccreditation must include all the requirements for the relevant application.⁹
 - c) After the plan for reaccreditation is approved by SC CTU, the rector will submit the relevant application to NBA without delay.

Article 28
Final provisions

- (1) This Code was approved pursuant to Section 9, Para 1 (b) of point 3 of the Act by the CTU Academic Senate on 4 November 2020.
- (2) Pursuant to Section 36, Para 4 of the Act, this Code comes into force on the day it is registered by the Ministry of Education, Youth and Sports.
- (3) This Code comes into effect on the day it is registered by the Ministry of Education, Youth and Sports¹⁰.

doc. RNDr. Vojtěch Petráček, CSc., m. p.
Rector

⁹ Section 79, Para 2 of the Act.

¹⁰ Registered by the Ministry of Education, Youth and Sports in 7 January 2021.