

On June 16th, 2021, the Ministry of Education, Youth and Sports registered the Accreditation Regulations of the ŠKODA AUTO VYSOKÁ ŠKOLA, o.p.s. under the Reg. No. MSMT-45888/2020-8 in accordance with Sections 87(1)(a), 36(2) and (4) and 41(2) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended.

Mgr. Karolína Gondková
Director of the Department of Higher Education

ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s.
Accreditation Regulations

ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s.

ACCREDITATION REGULATIONS

Article 1

Introduction

- (1) The Accreditation Regulations of ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s. (hereinafter referred to as the “University”) govern the internal accreditation procedure, i. e., the preparation, consideration and approval of the following:
 - (a) Study subjects (hereinafter referred to as “Subjects”),
 - (b) Substantial changes to the Subjects,
 - (c) Accreditation applications for study programmes (hereinafter referred to as “Programmes”),
 - (d) Applications for substantial modification, extension and renewal of the accredited programmes,
 - (e) Applications for institutional accreditation for educational fields,
 - (f) Applications for extension and renewal of institutional accreditations,
 - (g) Programmes in the field of education with institutional accreditation,
 - (h) Substantial changes, extensions and renewals of accredited programmes in the field of education with institutional accreditation.
- (2) The internal accreditation procedure shall be governed by Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (hereinafter referred to as the “Act”), in particular, the fourth and ninth Sections of the Act, Government Decree No. 274/2016 Coll., on Standards for Accreditation in Higher Education, Government Decree No. 275/2016 Coll., on Areas of Education in Higher Education, and methodological materials of the National Accreditation Office for Higher Education (hereinafter referred to as the “Office”).

Article 2

The Internal Accreditation Procedure

- (1) The Rector shall be responsible for compliance with the accreditation requirements within the meaning of the Act and the relevant generally binding legal regulations and the University's internal regulations.
- (2) The Internal Evaluation Board constitutes the accreditation body of the University.
- (3) The Internal Evaluation Board shall consider proposals for new Subjects, proposals for substantial changes to Subjects, proposals for new Programmes, proposals for substantial changes, extensions and renewals of the accredited Programmes, application proposals for institutional accreditation of the field of education, and applications for extensions or renewals of institutional accreditation, and shall issue opinions thereon.
- (4) Accreditation shall be granted to a Subject or substantial change in a Subject shall be approved by an affirmative opinion of the Internal Evaluation Board. The Subjects shall be added to a Programme or removed therefrom, or they can be changed in accordance with the applicable accreditation.
- (5) After consideration by the Internal Evaluation Board, the Rector shall submit plans for new Programmes, proposals for extensions and renewals of accredited Programmes, plans for applications for institutional accreditation in the field of education, and applications for extensions and renewals of institutional accreditation for their approval by the Academic Board, together with the opinion provided by the Internal Evaluation Board.
- (6) Should the Programme be part of the field of education, where the University has been granted institutional accreditation, the Programme receives its accreditation by approval of the Academic Board based on the submitted accreditation plan and the opinion of the Internal Evaluation Board. The University shall publish the accreditation granted, the accreditation extension and the validity renewal of the Programme accreditation on the official bulletin board.
- (7) If a Programme or part thereof does not belong to the field of education, where the University has received its institutional accreditation, the Rector shall, after gaining the approval of the Academic Board, apply to the Office for the granting, extension or renewal of the Programme's accreditation under Section 79 of the Act.
- (8) Study Programme Guarantors appointed by the Rector shall submit proposals for Programmes, their modifications and substantial changes to the Rector (hereinafter referred to as "Programme Guarantors"). The activities of the Programme Guarantor shall be defined in Article 5 of the Study and Examination Rules, Articles 2(9) and 4(5) of the Accreditation Regulations, the Rules of

Procedure of the Study Programme Board and the organisational directive “Study Programme Guarantor”.

- (9) For each Programme, the Rector shall appoint a Study Programme Board (hereinafter referred to as the “Programme Board”), based on a proposal from the Programme Guarantor, which constitutes an advisory body to the Programme Guarantor. The tasks of the Programme Board shall include, in particular, the following:
- (a) Periodically assess the content of the Programme in terms of its compliance with the current state of knowledge and the needs of the practice,
 - (b) Propose to the Programme Guarantor potential changes in the structure of the Programme’s curricula and the professional content of the Study Subjects,
 - (c) Participate in the internal evaluation and quality assurance of the educational and creative activities of the University, including the internal accreditation of the Programme.

The Programme Guarantor shall submit to the Rector a Programme proposal, a proposal for its extension or a proposal for its substantial change. The Programme Guarantor shall submit a proposal for the Programme extension, as a rule, based on the proposals discussed in the Programme Board.

- (10) The procedures of the internal accreditation procedure are represented schematically in the form of flow charts in Annexes 1 to 3 to these Accreditation Regulations.

Article 3

Study Subject

- (1) The characteristics of a Subject included in the Programme shall include
- (a) The title of the Subject,
 - (b) The Study Subject Guarantor (hereinafter referred to as the “Subject Guarantor”) and the Subject lecturer,
 - (c) The Programme title under which the Subject is included and the recommended year and semester of its inclusion in the course of studies,
 - (d) The number of weekly course hours, including the distribution of study, in particular, in lectures, practicals and seminars,

- (e) The total study load of the Subject, expressed in credits in accordance with Article 16 of the Study and Examination Regulations, broken down by planned activities,
 - (f) A brief annotation defining the content and aim of the Subject, including the required learning outcomes on successful completion thereof,
 - (g) How the Subject is to be completed and the conditions and terms for granting credits with or without classification,
 - (h) The conditions for the Subject enrolment, the expected entry knowledge and the follow-up to previous courses,
 - (i) Required and recommended study literature,
 - (j) The content of lectures,
 - (k) The content of practicals or seminars, or other activities fulfilling the required learning outcomes.
- (2) The responsibilities and duties of the Subject Guarantor are specified in the organisational directive "Study Subject Guarantor"; these include, in particular:
- (a) To determine, in accordance with current scientific knowledge and the professional focus of the Subject, the content of the Subject and the learning outcomes upon successful completion of the Subject, based on the profile of the graduate of the Programme,
 - (b) To guarantee and participate in the teaching of the Subject,
 - (c) To determine the requirements for the graduates' learning outcomes,
 - d) To determine teaching methods, distribution of the learning load, requirements for completion of the Subject,
 - (e) To organise the verification of knowledge attained,
 - f) To recommend basic and recommended literature for the study,
 - (g) To manage the Subject characteristics,
 - (h) To supervise other teachers of the Subject methodically, to develop teaching and other support materials and ensure the comparability of teaching and methods of knowledge verification in the various teaching groups,

- (i) To make decisions concerning recognising Subjects guaranteed by them, which have been successfully completed at other Universities.
- (3) A Subject may constitute a part of the Programme core curriculum. Should it form a part of the Programme core curriculum, it may be a core theoretical Subject of the Programme core curriculum. The Programme Guarantor determines whether a particular Subject shall become part of the Programme core curriculum or whether it shall be a core theoretical Subject of the Programme core curriculum, following discussion in the Internal Evaluation Board and, where appropriate, in consultation with the Programme Board.
- (4) The Programme Guarantor shall determine, after discussing the matter with the Internal Evaluation Board and, where appropriate, after consultation with the Programme Board, whether the Subject is compulsory, compulsory optional or optional within the Programme.

Article 4

Study Programme

- (1) The Programme shall contain all the details pursuant to Section 44 of the Act, i. e., the Programme title, its type, form and profile, the designation of the Programme Guarantor, the field or fields of education where the Programme is carried out, including the percentage of the fields of education in the Programme content and its core, if it is a combined Study Programme; the names of the curricula (specialisations), if they form part of the Programme, the profile of the Programme graduate and, if the Programme is divided into various specialisations, the profiles of particular specialisation graduates.
- (2) The Programme shall also contain the rules and requirements for the establishment of the curriculum, a list of compulsory, compulsory optional and optional Subjects, including their characteristics and recommended ranking within the individual semesters of study, the standard period of study, the length of the compulsory internship, if included in the Programme, the conditions to be fulfilled by the student during their studies in the Programme and upon its proper completion, including the content of the state examinations, and the academic degree to be awarded.
- (3) The Programme curriculum shall implement its aim, the content of the studies and the profile of the Programme graduate, and any specialisations that may be required. The Subjects form the Programme graduate's profile and shape the core basis of the Programme.
- (4) The Rector appoints the Programme Guarantor in accordance with section 44 (6) of the Act.

- (5) The responsibilities and duties of the Programme Guarantor are defined in the organisational directive “Programme Guarantor”. The Programme Guarantor shall, in particular:
 - (a) Coordinate and carry out the content preparation of the Programme and supervise the quality of its implementation,
 - (b) Evaluate the Programme and ensure its further development,
 - (c) Coordinate and develop creative activities relevant to the Programme,
 - (d) Cooperate in the internal and external evaluation and quality assurance of the Programme.
- (6) The Rector shall appoint a sub-guarantor for the field of education in the combined Study Programme (hereinafter referred to as “Sub-guarantor”). The Sub-guarantor guarantees the content, quality and development of the field of education in the combined Programme they are an expert in, and which differs from the field of education supervised by the Programme Guarantor. The Sub-guarantor’s duties, responsibilities and the cooperation between the Sub-guarantor and the Programme Guarantor shall be defined in the organisational directive “Sub-guarantor of the combined Programme field of study”.
- (7) If the Programme is divided into specialisations, i. e., if it contains more than one curriculum, the Rector shall appoint specialisation guarantors. The specialisation guarantor guarantees the content, quality and development of the specialisation they supervise, which differs from the specialisation, the Programme Guarantor is an expert in. The duties, responsibilities and cooperation between the specialisation guarantor and the Programme Guarantor shall be defined in the organisational directive “Specialisation Guarantor”.
- (8) The Programme Guarantor shall coordinate the activities of the Programme Board.
- (9) The Programme Board shall regularly, usually once every two years, carry out an external evaluation of the Programme, which is a recommendation to the Programme Guarantor. In doing so, the Board shall follow the “Rules of Procedure of the Programme Board”. The Internal Evaluation Board shall discuss the outcome of the Programme Board’s proceedings.
- (10) The Internal Evaluation Board shall carry out an internal evaluation of the Programme at least once during the Programme’s accreditation period; at the discretion of the Rector or its own discretion, it may evaluate it repeatedly. In doing so, it shall proceed in accordance with Article 6(2) (b) and (3), as appropriate.
- (11) The Internal Evaluation Board does not need to carry out an internal evaluation of the Programme during its accreditation in accordance with paragraph (10) if the accreditation body has requested an inspection report on the correction of deficiencies in the implementation of the accredited activities at the time of granting accreditation. In this case, the Internal Evaluation Board shall discuss the inspection report and assess whether or not the University has corrected the

deficiencies in the implementation of the accredited activities. When discussing the inspection report and assessing whether the University has remedied the deficiencies in the accredited activities identified by the accreditation body, the Internal Evaluation Board shall proceed similarly in accordance with Article 6(2)(b) and (3).

- (12) Should the Internal Evaluation Board identify deficiencies in the internal evaluation of an accredited Programme, it instructs the Programme Guarantor to remedy the deficiencies within a reasonable period of time; the Programme Guarantor shall report to the Board on the remedy carried out.
- (13) Should the deficiencies identified by the Internal Evaluation Board during the internal evaluation pursuant to subsection (10) be serious within the meaning of Section 86 (2) and (3) of the Act, the Rector decides to restrict or terminate the implementation of the Programme, depending on the nature of the matter.
- (14) The Programme Guarantor shall observe the period of validity of the Programme and prepare the supporting documents for the application for renewal or extension of the Programme's accreditation pursuant to Section 80 (3) and (4) of the Act.

Article 5

The Field of Education

- (1) The field of education is defined by Section 44a of the Act. It includes the core subject areas, a list of standard Study Programmes, and a general profile of graduates, specifying the main objectives of education, including professional knowledge, skills and other competencies and relevant characteristic professions. The list of training fields shall be set out in Annex 3 to the Act. The core subject areas, the list of standard Study Programmes and the general profile of graduates, specifying the primary educational objectives, including professional knowledge, skills and other competencies and relevant characteristic professions, are defined in Government Regulation No. 275/2016 Coll., on the Areas of Education in Higher Education.
- (2) The University and its bodies shall proceed in the preparation, processing and assessment of the application for institutional accreditation of the field of education in accordance with the legislation referred to in paragraph 1 and the methodological materials of the Office concerning the preparation and assessment of the application for institutional accreditation. In doing so, it shall assess and evaluate both the field of education and the institutional environment of the University.

Article 6

Supporting materials for the Internal Evaluation Board meeting on the internal accreditation procedure

- (1) The opinion of the Internal Evaluation Board on the accreditation of a Subject and the accreditation of a substantial change to an accredited Subject shall rely on a proposal from the Subject Guarantor containing all the requirements pursuant to Article 3 (1) and the opinion of the Programme Guarantor or Programme Guarantors pursuant to Article 3(4) and, where applicable, (3). The Subject Guarantor shall submit the proposal for a new Subject or the proposal for a substantial change to an accredited Subject through the Head of the Department.

- (2) The Internal Evaluation Board opinion on the application for accreditation of a Programme and the application for a substantial modification, extension or renewal of an accredited Programme shall be based on:
 - (a) A proposal of the Programme Guarantor including all the requirements pursuant to Article 4 (1) to (3); the proposal shall be submitted within the scope of Annexes A to E of the “Methodological Materials of the National Accreditation Office for Higher Education for the Preparation and Evaluation of the Application for Accreditation of a Study Programme” and a self-assessment report;

 - (b) An evaluation opinion prepared by a reviewer - an expert in the field of study covered by the educational area of the Programme - appointed by the Rector, who has not participated in the preparation of the proposal (hereinafter referred to as the “Reviewer”). In the case of a combined Study Programme, the Rector shall appoint a Reviewer from each educational area of the Programme.

- (3) The evaluation opinion pursuant to subsection (2)(b) shall include an assessment of the compliance with the accreditation standards set out in Government Decree No. 274/2016 Coll., on Standards for Accreditation in Higher Education. In doing so, the supporting material intended for programme evaluators of the relevant type and field of the study published by the Office shall be applied.

- (4) The Internal Evaluation Board opinion on the application for institutional accreditation of a field of education and the application for extension or renewal of institutional accreditation shall be based on:
 - (a) A proposal from the Rector,

- (b) An evaluation opinion prepared by the Reviewer evaluating the field of education,
- (c) An evaluation opinion prepared by another Reviewer evaluating the institutional environment of the University.

(5) The Rector's proposal under subsection (4)(a) shall include:

- (a) All the requisites referred to in Article 5(1),
- b) A description of the institutional environment of the University according to the "Methodological Materials of the National Accreditation Office for Higher Education for the Preparation and Evaluation of the Application for Institutional Accreditation", including a framework evaluation,
- (c) Supporting documents in accordance with the "Methodological Materials of the National Accreditation Office for Higher Education for the Preparation and Evaluation of the Application for Institutional Accreditation"; in particular, the report on the internal evaluation of the quality of educational, creative and related activities, including any additions, the self-assessment report, internal regulations and other internal standards (procedural and organisational documentation).

(6) The evaluation opinion pursuant to paragraph 4 (b) shall include an assessment of the compliance with the accreditation standards for institutional accreditation of the field of education stipulated by Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education and Government Regulation No. 275/2016 Coll., on Areas of Education in Higher Education. In doing so, supporting materials for the evaluators published by the Office - Evaluation of the Education Field - shall be applied.

(7) The evaluation opinion pursuant to subsection (4)(c) shall include an assessment of the compliance with the accreditation standards for the institutional accreditation of the education area set out in Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education. In doing so, supporting materials for the evaluators published by the Office - Assessment of the Institutional Environment - shall be used.

Article 7

Study Programmes Implemented in Cooperation with a Foreign Higher Education Institution

- (1) In particular, these Accreditation Regulations, and, in particular, Articles 2, 4 and 6, shall also apply mutatis mutandis to double-degree Study Programmes implemented in cooperation with a foreign higher education institution.
- (2) When considering applications for accreditation, the University authorities may consider an external evaluation provided by a generally recognised evaluation agency pursuant to Section 77a(4) of the Act, which, pursuant to Section 84(3) of the Act, means an agency that is included in the EQAR (European Quality Assurance Register) or is a member of ENQA (European Association for Quality Assurance in Higher Education).

Article 8

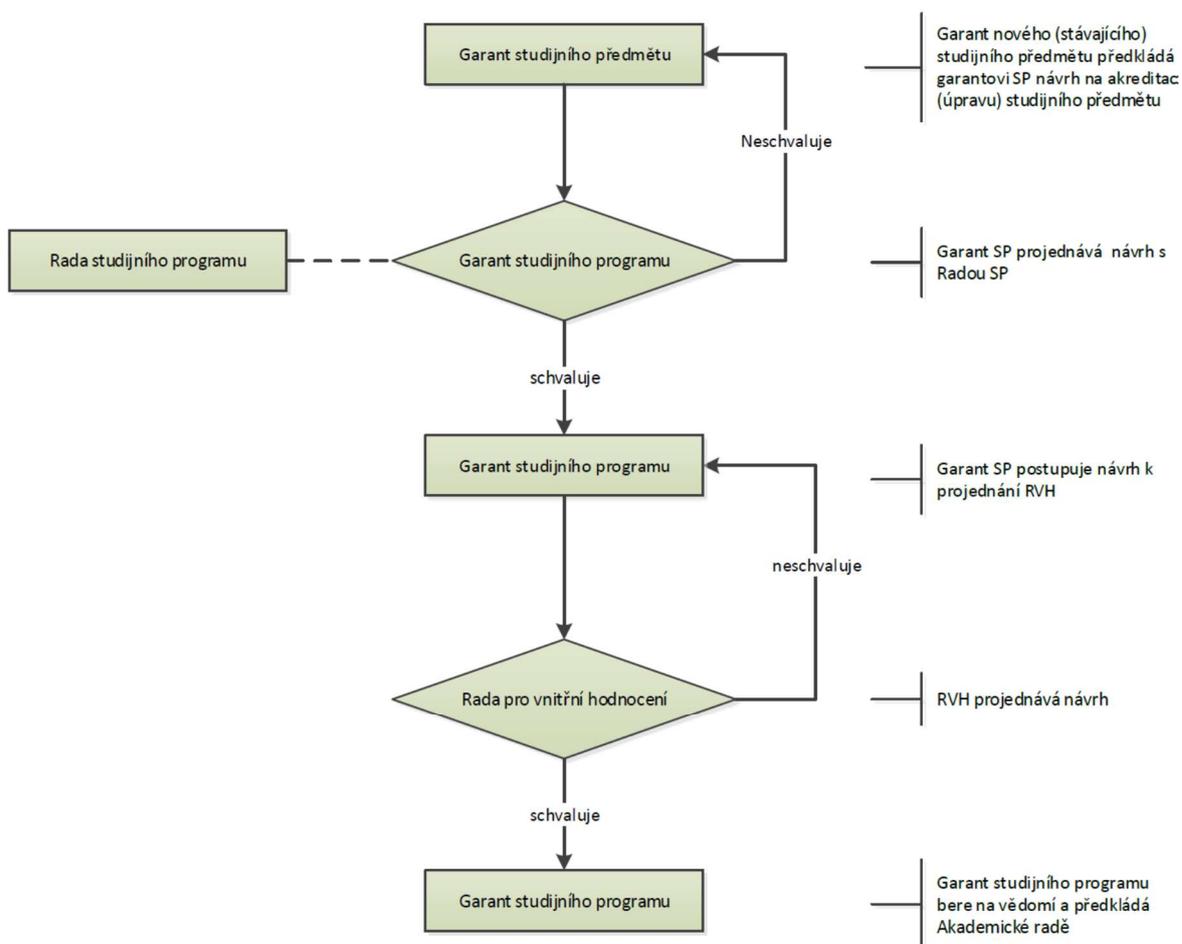
Final Provisions

- (1) The Accreditation Regulations were approved by a decision of the Academic Board of the University on October 30th, 2020.
- (2) The Accreditation Regulations shall become valid pursuant to Section 36 (4) of the Act upon their registration by the Ministry of Education, Youth and Sports.
- (3) The Accreditation Regulations shall come into force on the day following the date of their registration by the Ministry of Education, Youth and Sports pursuant to subsection (2).

Doc. Ing. Pavel Mertlík, CSc.
Rector

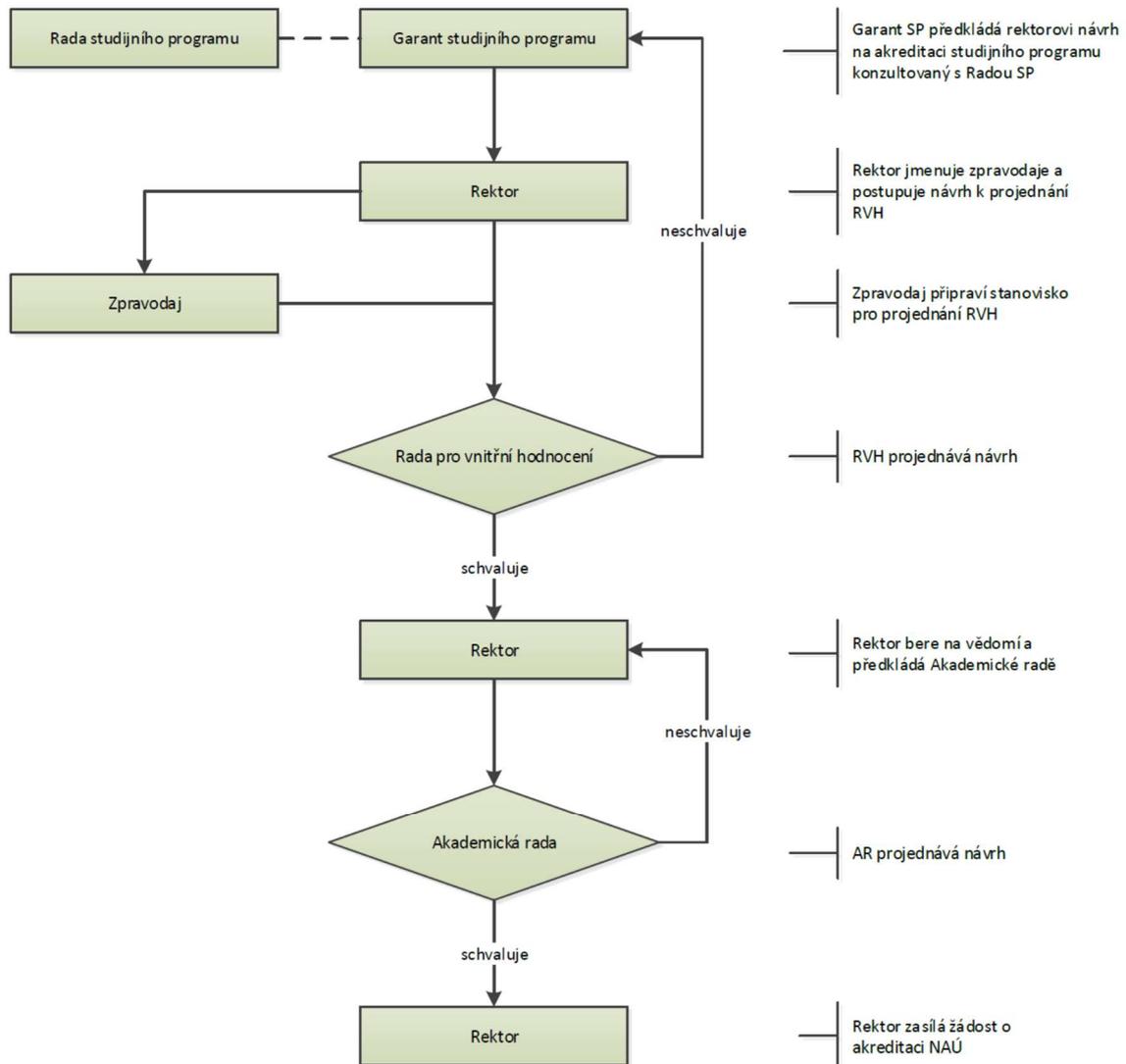
Annex No. 1

Accreditation procedure of a Subject or its substantial modification



Annex No. 2

Accreditation procedure of a Programme or extension of a Programme accreditation



Annex No. 3

Accreditation procedure for the field of education

