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<p>Title of the dokument:</p> <p style="text-align: center;">RECTOR'S DIRECTIVE No. 2/2019</p> <p style="text-align: center;">Accreditation of study programmes</p> <p>Approved Date: 2. 1. 2019</p> <p style="text-align: center;">Dr. Martina Mannová rector</p>		
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First	It replaces VP – PR – 57 Powers and Duties of the Study Programme Guarantor It replaces VP – PR – 59 Accreditation Regulation	

The regulation governs the procedure for preparing accreditations of new study programmes, extending the validity period of accreditation, expanding accreditations, and making changes to existing study programmes, including specifying the powers and duties of the study programme guarantor at AMBIS University (hereinafter referred to as “AMBIS”).

PART ONE

Accreditation of study programmes

Art. I

New study programmes

- (1) The proposal for a new study programme is submitted by the person authorized for the accreditation process (hereinafter referred to as the authorized person) to the rector and the statutory body of the school. The proposal includes the graduate profile, the proposed study plan, and a nomination for the appointment of the study program guarantor.
- (2) The rector appoints the study programme guarantor. The guarantor, together with the authorized person, prepares a complete proposal for the accreditation file according to the valid requirements of the National Accreditation Bureau.
- (3) The rector appoints prominent experts involved in teaching in the respective study programme and experts from practice to the Study Programme Council. The Study Programme Council always includes the authorized person and the study programme guarantor as members.
- (4) Members of the Study Programme Council actively participate in the preparation of the content part of the study programme. After completing the preparation of the study programme, the Study Programme Council recommends the final form of the proposal to be submitted to the Internal Evaluation Board.
- (5) The final proposal of the study programme, after approval by the Study Programme Council, is submitted by the authorized person for approval to the Internal Evaluation Board.
- (6) If the Internal Evaluation Board finds that the submitted proposal for the new study programme meets the specified requirements, it recommends the proposal for approval to the rector.
- (7) The rector discusses the proposal for the study programme in accordance with Art. IV, par. 1 of the Statute of the AMBIS University with the Academic Board.
- (8) The rector approves the final version of the proposal by her signature.

Art. II

Extension of validity or expansion of accreditation of a study programme

- (1) The study programme guarantor submits a proposal for the extension of validity or expansion of accreditation of the study programme to the Study Programme Council.
- (2) Significant changes are discussed by the study programme guarantor and the authorized person, along with the company's board of directors.
- (3) Under the guidance of the study programme guarantor and the authorized person, the Study Programme Council prepares a complete accreditation proposal.
- (4) The processed proposal for extension, reaccreditation, or expansion of accreditation of the study programme is submitted by the authorized person to the Internal Evaluation Board.

- (5) If the Internal Evaluation Board acknowledges that the submitted proposal for the new study programme meets the specified requirements, it recommends the proposal for approval to the rector.
- (6) The rector approves the final version of the proposal by her signature.

Art. III

Changes to the study programme

- (1) The study programme guarantor convenes regular proceedings of the Study Programme Council at least once per semester to allow for timely discussion of any changes to the study programme.
- (2) The Study Programme Council discusses proposals for changes to the study programme and assesses whether the proposed changes will be implemented.
- (3) Accepted changes to the study programme, within the scope subject to reporting requirements according to the NAU 60/2017 methodological material, are submitted by the authorized person for approval to the Internal Evaluation Board.
- (4) Upon approval of the proposed changes by the Internal Evaluation Board, the proposal is submitted for approval to the rector.
- (5) The rector approves the final version of the proposal by her signature.

PART TWO

Study programme guarantor

Art. IV

- (1) The study programme guarantor is appointed and dismissed by the rector.
- (2) The study programme guarantor must be a full-time academic staff member of AMBIS with a workload of 1.0 FTE, meeting the requirements of Section 44 (6) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act). Additionally, they must meet the qualification requirements in accordance with Government Regulation No. 274/2016 Coll., on Standards for Accreditations in Higher Education.

Art. V

Powers and Duties of the Study Programme Guarantor

- (1) The study programme guarantor is responsible for implementing the accredited study programme in accordance with the specified graduate profile, valid accreditation, internal regulations, and legally binding provisions.
- (2) The study programme guarantor is responsible for the development of the study programme in line with the elaborated Strategic Plan for Education and Creative Activities of AMBIS.
- (3) The study programme guarantor participates in the preparation of a new study programme in collaboration with the authorized person.
- (4) The study programme guarantor:
 - a) is methodologically subordinate to the Vice-Rector for Studies (during the implementation of the study programme) and to the authorized person in the preparation and modifications of the study programme;

- b) monitors trends in the relevant educational field and proposes necessary teaching innovations reflecting new directions in the field;
 - c) collaborates with the Vice-Rector for Studies in preparing the admissions process and proposes admission quotas to the rector;
 - d) after consulting with the guarantors of relevant subjects, recommends the recognition of exams or credits to students who have completed a study stay abroad under the ERASMUS programme or come from other universities;
 - e) collaborates with department heads in issuing topics for final theses and approves these topics;
 - f) proposes to the Academic Board the approval of significant experts in the field and from practice as members of the examination boards for final state exams;
 - g) after consulting with department heads, submits to the Vice-Rector for Studies a list of members of examination boards for scheduled dates of final state exams;
 - h) approves internship plans and decides on the recognition of internships.
- (5) The study programme guarantor, along with the authorized person:
- a) reviews all materials for accrediting new study programmes and changes to existing study programmes;
 - b) proposes to the Internal Evaluation Board and the rector the discontinuation of study programmes and any significant changes in the implementation of study programs (in accordance with Regulation NAÚ-60/2017);
 - c) in collaboration with subject guarantors, prepares documentation for the accreditation of the study programme to comply with legal provisions, accreditation standards, NAB requirements, and relevant internal regulations;
 - d) prepares documentation for extending the accreditation period;
 - e) evaluates the implementation of the study programme together with members of the Study Programme Council, proposes measures to enhance quality, and prepares changes to the study programme accordingly. At least once every two years, prepares a self-assessment report monitoring the quality of education in the respective study programme and submits it to the Internal Evaluation Board for approval.

Art. VI

Concluding provisions

- (1) This directive uses gender-neutral masculine terms to refer to individuals involved.
- (2) This internal regulation is published on the Official Notice Board under the section for managed documentation.

Art. VII

Distribution list

- (1) Copy No.1 administrator's copy
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