

Charles University (CU)

Necessary components of the consortium agreement and internal regulations

The content of an agreement on inter-university studies (the “agreement”) should correspond to the specific type of inter-university studies (EQF level, scholarly focus, composition of the consortium, type of degree(s) issued etc.) and should contain, in particular, the basic requirements set out in Section 47a(2) of the Higher Education Act and in Rector’s Directive no. 66/2017, i.e. details regarding in particular:

1. The organisation of studies (Article 4(2));
2. The rules and course of study, the credit system, the curriculum, and the study obligations and checking their fulfilment (Article 4(3));
3. State exams, state PhD exams, and dissertations (Article 4(4));
4. The individual curriculum for a PhD study programme (Article 4(5));
5. Means of terminating studies other than by completing one’s studies (Article 4(6));
6. The rights and obligations of students (Article 4(7));
7. Admission to studies (Article 4(8));
8. Documents for completion of studies (Article 4(9)).

The person authorised to sign the agreement on behalf of Charles University is the Rector (header, signature line), or represented by the Vice-Rector for the Conception and Quality of Education.

The following steps must be taken prior to signing the agreement:

1. After approval of the content of the agreement by all participating partners, the draft agreement is sent to the Department of the Quality of Education and Accreditation for a substantive and legal review, and the Department of the Quality of Education and Accreditation will then submit its statement with any comments within 30 days;
2. After handling the comments and approval by all participating partners, the final draft of the agreement is sent with a cover letter to the Department of the Quality of Education and Accreditation for signing via the electronic filing service.

The agreement may be drawn up in written or electronic form in English, but also in multiple language versions (e.g. also in French), with the English version always taking precedence.

In addition to the above-mentioned basic requirements, the agreement should also regulate the following:

- The form (written or electronic) and the number of originals of the agreement, including the number of copies received by each participating partner;
- The language versions of the agreement;
- The duration and any possible extensions to the agreement;
- Termination of the agreement before its expiration (by termination, by agreement, by withdrawal, etc.);
- Subsequent changes and amendments to the agreement;
- Processing of personal data.

If major changes occur during the validity of the agreement, these changes are resolved by concluding an amendment or a new agreement (if the changes are of a more extensive nature),

preferably without undue delay after the change occurs, but at the latest before the expiration of the original agreement.

The signed agreement is a required part (attachment) to the application for granting/extending accreditation, or authorization to carry out the study programme.

The originals of agreements on inter-university studies are archived at the Law Department of Charles University.