

Charles University (CU)

Procedure regarding the accreditation of a new joint programme at CU

The granting of authorisation to implement a new study programme within the areas of study for which Charles University has obtained institutional accreditation is described below as a step-by-step procedure:

1. Once a year, or any time during the respective year, the Dean of a Faculty notifies the Rector by an official letter with the so-called “accreditation plan” of their intention to submit a proposal of a new study programme to be implemented; the Rector notifies the Extended Rector’s Board of the proposal. The letter has to contain basic information regarding the intended study programme, its brief characteristics and the profile of a graduate from the programme proposed.
2. The proposal of a study programme is to be prepared within the accreditation module in SIS (<https://is.cuni.cz/studium/eng/>) in compliance with the directive of CU ([A proposal for a programme of study under institutional accreditation](#)), using the respective methodology manual.
3. The proposal is submitted for consideration to the Academic Senate of a respective Faculty; subsequently, the proposal is submitted for approval to the Research Board of a respective Faculty.
4. The submission of proposals of study programmes aimed at preparing students for regulated professions to the Rector must be preceded by the issuance of a permission by a competent authority (regulator) – see Art. 6 Par. 1 Letter c of the above mentioned [directive](#). Duration of consideration by a regulator is about 3 months.
5. The proposal of a study programme is submitted by the Dean of a Faculty to the Rector (or Vice-Rector for the Conception and Quality of Education); the formal elements of the proposal are subject to control at the Department of Quality of Education and Accreditations (DQEA). Then the Rector refers the proposal to the Internal Evaluation Board of Charles University (IEB).

The time-limit for consideration of the proposal at the DQEA and by the IEB is 90 days from the delivery of the proposal; the time-limit does not include the time period during which formal and/or substantial elements of the proposal are rectified by the Faculty. Estimated duration of the accreditation process at the Rectorate of CU is 3-5 months (it is necessary to take into account summer and Christmas vacation).

6. A study programme must be granted authorisation to be implemented before the conditions for admission to study are published.

Conditions for admission to a new study programme can be published later than set by the schedule of admissions procedure but not later than 2 months before the entrance examination (at least 1 month for filing an application for admission, and at least 1 month for sending an invitation to attend the entrance examination). The authorisation should be granted to a new study programme no later than 3 months before intended entrance examinations.

The repeated grant of authorisation or extended authorisation to implement a study programme :

1. Authorisation to implement a study programme can be repeated (“extension of accreditation”); or it can be expanded with data contained in the resolution of IEB (usually with the form of study, specialisation, other institutions, etc.).
2. The procedure for granting repeated authorisation of a study programme (see Art. 2 Par. 1 Letter b and Par. 2 of the [directive](#)) or extended authorisation of a PS (see Art. 7 of the [directive](#)) is similar to the procedure applicable to the submission of a new proposal for a study programme with one exception: it is not necessary to notify the Rectrix of the intention to submit a proposal for study programme.
3. The deadline for submission of a proposal for the repeated granting of authorisation for a study programme is posted on the website of the IEB [Internal Evaluation Board – Charles University](#) in the final paragraph of the part entitled “Competency” ([CZ](#)). Terms are determined in such a way that conditions for admission to the respective programme of study can be published on the regular date in compliance with the Schedule of Admissions Procedure.
4. Conditions for admission can be published regarding study programmes the authorisation of which applies at least until 31 December of the academic year for which the conditions are published.
 - a. Conditions for admission to a study programme which was recently granted repeated authorisation (i.e. was extended) can be exceptionally published later than determined in the Schedule of Admissions Procedure (see point 6 above).
 - b. Publication of admission in a shorter period is inapplicable to a study programme individually extended with new curricula (specialisation, curricula for double-curriculum study, other forms of study, curriculum with a foreign university).

Substantial changes in a study programme in the course of existence of authorisation

1. Changes can occur between individual grants or extensions of authorisation for a study programme. Substantial changes that impact upon the profile of a graduate, content of the final state examination, and/or significantly alter the staffing of the study programme, and that are stipulated in Article 19 of [Consolidated Rector’s Directive n. 22/2022](#), must be submitted for consideration to IEB in compliance with the respective methodology manual.

Notes:

- a) Should a study programme fall outside areas of study covered by institutional accreditation of Charles University, an application for accreditation must be submitted to the National Accreditation Authority (NAA). The accreditation procedure and schedule should then include consideration of an accreditation application by NAA.
- b) Accreditation procedure (items 1-5, 7, 8, 11) is governed by the Accreditation Code of CU (Articles 11, 14, 18).
- c) Publication of conditions for admissions procedure (points 6 and 10) can be consulted with the legal and methodological support section of the Student Affairs Department.