



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

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Ordinance of the USB Rector Amending the Guidelines for the Composition and Activities of the Board of Degree Programmes

In accordance with Article 7 of the Rules of Quality Assurance in Educational, Creative and Related Activities and Internal Evaluation of the Quality of Education, Creative and Related Activities of the University of South Bohemia in České Budějovice I hereby issue guidelines for the composition and activities of the Board of Degree Programmes.

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Rector

Revised by: Vice-Rector for Development and Internal Evaluation

Distribution: members of the USB leadership, Deans of USB Faculties, Faculty Quality Coordinators

Annexe

Regulation R 361 of 12.9. 2017 - Annexe





Guidelines on the Composition and Activities of the Board of Degree Programmes

Article 1 General Provisions

- (1) The Board of Degree Programmes (hereinafter referred to as Board) is in accordance with the Rules of Quality Assurance of Educational, Creative and Related Activities and Internal Quality Assessment of the Educational, Creative and Related Activities of the University of South Bohemia in České Budějovice (hereinafter referred to as Rules of Quality Assurance System at the USB) one of the tools to ensure the quality of the educational process. The task of the Board is to take care of the quality of the degree programmes, to submit proposals for possible improvement of individual courses and for modification of curricula.
- (2) There is a Board established for each Degree Programme at the USB. If possible, the Guarantor of the Degree Programme (hereinafter referred to as Guarantor) appoints the Board during the preparation of a new Degree Programme (the accreditation plan), temporarily appointing the experts to be involved in teaching of the programme, in the case of a Degree Programme with a professional orientation also experts from practice. The Guarantor can also consult the students of closely related Degree Programmes or prospective employers.

Article 2 Appointment and composition of the Board

- (1) The Board is appointed and dismissed by the Guarantor, who is automatically its Chair, while the Boards members can be replaced all at once or gradually, at the discretion of Guarantor, as long as the rules stipulated by this ordinance are respected. It is the responsibility of the Guarantor to attain consent of the prospective members before their appointment to the Board.
- (2) The Guarantor is accountable to the Dean of the Faculty for the Board's activities. In the event that any of the members of the Board (with the exception of students who have graduated) is withdrawn earlier than after two years' term in office, this situation must be justified at the time of the appointment of a new member.
- (3) If the Dean decides to dismiss the Guarantor and appoint a different Guarantor, the new Guarantor immediately informs the Board members. The new Guarantor is also authorized to make changes in the composition of the Board.
- (4) Membership of the Board ceases on the date on which the member ceases to fulfil the conditions of which they were appointed to the Board, on the day after the day on which they resigned from the Board or on the day on which they were dismissed from the Board.
- (5) The Board has at least 5 members, for Degree Programmes providing Specializations at least 7 members.





- (6) At least one member of the Board must be a student or a graduate (if there already are graduates) of the programme or an employer representative. In the case of a Programme providing Specializations, at least two representatives of the concerned parties (one for each Specialization) must be appointed as members of the Board. Where there are more Specializations, at least half of the Specializations of the given programme must be represented in the Board. In the case of a Degree Programme with professional orientation, at least one a member of the Board must be an expert from practice.
- (7) The rest of the Board comprises of academic staff members involved in teaching of the courses of the given Degree Programme or, where appropriate, closely related Degree Programmes implemented at the USB. At least one-third of the Board members must be representatives of the academic community of the Faculty implementing the given Programme.
- (8) Where a Degree Programme is implemented by more than one Faculty, each of these Faculties must be represented by at least one member of academic staff participating in the teaching of the courses of the given Degree Programme. In addition, the Faculties concerned may be represented by other members of the academic community who are connected to the given Degree Programme (such as students or persons involved in teaching the Programme).
- (9) If a Degree Programme is implemented in cooperation with another subject (another higher education institution, the Institute of the Academy of Sciences of the Czech Republic or possibly another legal entity), a representative of the given entity must also be a member of the Board.
- (10) A member of the Board, if it is expressly mentioned at the time of their appointment, may be a representative of several of the concerned groups in one person (e.g. a graduate and an employer, a graduate and a member of the academic community, an expert form practice and a member of the academic community, a graduate and an expert form practice).
- (11) The Guarantor communicates the composition of the Board in writing to the Quality Coordinator at the relevant Faculty. It is also published at the Faculty's website.

Article 3 Activities of the Board

- (1) The meetings of the Board are convened and directed by the Guarantor. The Board has a quorum if at least half of its members are present.
- (2) The Board meets at coordination meetings at least once a semester and takes minutes of the meetings. The Guarantor then submits the minutes to the Quality Coordinator of the Faculty who then informs the Internal Evaluation Board about the conclusions of these meetings at least once a year. The minutes are archived by the Guarantor for at least 10 years, in the case of a change of the Guarantor, this Agenda is handed over to the new Guarantor.





- (3) All Guarantors of obligatory and elective courses of the given Degree Programme are informed about the activities of the Board, at least by an e-mail containing the minutes of the Board meetings. If a Guarantor of an obligatory or elective course comments or submits a proposal regarding the provision of teaching, the Guarantor ensures that these are dealt with and informs the Board thereof at its next meeting at the latest.
- (4) The Board provides the Guarantor with its opinions and recommendations concerning the structure of the courses of the given Degree Programme, the Self-Assessment Report of the Degree Programme and the annual appendices thereto, the results of the internal and external evaluation of the Degree Programme, in particular regarding the student assessment of teaching and other feedback mechanisms (especially from graduates and employers), the recommendations of the USB Internal Evaluation Board or the National Accreditation Bureau for Higher Education. It also considers the possible national and international comparisons of Degree Programmes of a related fields and monitors compliance of the expectations of applicants for study, students and graduates with the reality of the Degree Programme.
- (5) In addition to this Ordinance, the Board is guided by the Rules of Quality Assurance System at the USB, in particular Article 7 of these Rules.

Article 4 **Temporary Provisions**

- (1) The obligation to set up a Board also applies to existing Specialisations accredited by the Accreditation Committee of the Czech Republic before the end of July 2016. By the term Guarantor this Ordinance also means the Guarantors of existing Specialisations.
- (2) The Guarantors shall establish their respective Boards by 16th November 2017 at the latest.

