

R 410 Annex I: Structure of the Intent to apply for an accreditation of a Degree Programme

Intent to apply for an accreditation of a Degree Programme	
Faculty Name:	
Name of the cooperating institution:	<i>If the Degree Programme is to be carried out in cooperation with another legal entity pursuant to Section 81 of the Act, state the name of this institution here.</i>
Name of the Degree Programme:	
Type of accreditation request:	<ul style="list-style-type: none"> • <i>first accreditation application</i> • <i>extension of the duration of an accreditation</i> • <i>extension of the scope of the accreditation (including specification of the extension, whether it is another mode of study, further curricula, implementation of a Degree Programme in a foreign language, authorization to perform Advanced Master's examinations and awarding academic degrees according to Section 46 (5) of the Act, joint implementation of a Degree Programme with a foreign university pursuant to Section 47a of the Act, joint realization of a Degree Programme with another legal entity under Section 81, etc.)</i>
Link to the Self-Evaluation Report of a Degree Programme and its Appendices	<i>Provided if the application concerned an extension of the duration of an accreditation or a Degree Programme following on an existing / former specialisation / Programme (a link to the website where the Self-Evaluation Report is available, including the log in details if applicable).</i>
References to other documents	
Comments: <i>This section usually includes:</i> <ul style="list-style-type: none"> • <i>a brief description of the submitted Intent in relation to the specialisations / Programmes currently implemented at the Faculty (especially in the case of a Degree Programme following on from a current Degree Programme or an extension of the validity of the accreditation of the current Degree Programme),</i> • <i>total existing or considered number of students (total for all years),</i> • <i>number of applicants admitted in one year,</i> • <i>the relationship of the Degree Programme to other Degree Programmes of the type and the or similar focus at the USB (if relevant),</i> • <i>any other information that the submitter considers relevant for the purpose of evaluation of the Intent.</i> 	

Description of the Degree Programme			
Name of the Degree Programme			
Type of Degree Programme	<i>Bachelor's / Master's / Consecutive Master's / Doctoral</i>		
Profile of the Degree Programme	<i>with academic orientation / with professional orientation (for Bachelor's and Master's Degree Programmes)</i>		
Mode of study	<i>on-site / combined / distance (it is possible to list multiple modes of study)</i>		
Standard length of study	<i>number of academic years of the standard length of study (identical for all modes of study)</i>		
Language of study	<i>a Degree Programme should be accredited independently for each language in which it is to be implemented</i>		
Academic degree awarded	<i>see Section 45 (4), Section 46 (4) and Section 47 (5) of the Act</i>		
Advanced Master's Procedure	Yes / No	Academic degree awarded	<i>see Section 46 (5) of the Act</i>
Guarantor of the Degree Programme	<i>name and surname incl. academic degrees</i>		
Focus on preparation for a regulated profession	<i>Yes / No (see Government regulation no.275/2016 Coll., on standards for accreditation in higher education, and the Database of regulated Professions and Professional Activities of the Ministry of Education, Youth and Sports http://uok.msmt.cz/uok/ru_list.php)</i>		
Aimed at preparation of experts in the field of security of the Czech Republic	Yes / No		
Recognition body	<i>complete if preparation for exercise of a regulated profession is concerned (Ministry of Education, Ministry of Labour and Social Affairs, Ministry of Labour and Social Affairs, etc.)</i>		
Field (s) of Education, for combined Degree Programme the ratio of individual fields of education in %			
<i>Indicate the field of education to which the proposed Degree Programme is to be included; in the case of a combined Degree Programmes, all the fields of education in which the Degree Programme is to be included. For combined Degree Programmes a percentage of the basic topics belonging to individual fields of education in terms of the share of credits for the corresponding courses.</i>			
<i>A combined Degree Programme means a Programme which verifies profiling knowledge or skills from the basic topics belonging to more fields of education (see Section 44, paragraph 8 of the Act) in the State Examination, or the Defence of the dissertation. Verification of knowledge or skills from topics, which have only a supporting character for a Degree Programme, is not in itself a reason to designate such a Degree Programme as a combined one (e.g., the teaching of individual school subject combinations is not a combined Degree Programme).</i>			
Study objectives of the Degree Programme			
<i>Brief description of the Degree Programme including its focus.</i>			
Profile of the graduate of the Degree Programme			
Framework description of the knowledge, skills and general competencies of the graduate:			
Description of the graduates' employment opportunities (the professions for which the graduates are trained, or description of the sector or employers where they can use their education):			
Rules and conditions for curricula design			
<i>Brief description of the system of study, including the system of choice of elective courses as well as optional courses where applicable, possibly other relevant information on curricula design, combinability of standard curricula etc. The information whether the ECTS system or other way of expressing the study load is used is also given here. The scope of lessons in minutes (typically 45 minutes for theoretical instruction, 60 minutes for practical lessons or student practical professional training) is also given.</i>			

Conditions for Admission to Study

Additional conditions for admission to study are provided (see Section 49 (1) of the Act).

Link to other types of Degree Programmes

Bachelor's, Master's and Doctoral Degree Programmes implemented at the Faculty or at the USB following on the proposed Degree Programme or those which the proposed Degree Programme follow on.

Curricula and proposals of topics of theses (Bachelor's and Master's Degree Programmes)

Designation of the curricula *If the Degree Programme is to be accredited with multiple variants of the standard curricula, each curriculum is given in a separate annexe.
If a Degree Programme with specializations is concerned, each specialization has a separate curriculum, which contains a common basis + a specific part characterizing the specialization.*

Obligatory courses

Course name	Scope	Way to evaluation	Number of credits	Teacher	Recommended year / semester.	Type of course.

Obligatory courses include courses focused on preparation of the graduation thesis.

Scope: *The total number of lessons per semester with a distinction of the form of teaching (e.g. 42 l + 28 s = 42 units lectures + 28 units of seminars per semester). Alternatively, another description of time demands*

Direct contact education. In the distance or combined mode of study, the scope of direct instruction is stated.

Method of evaluation of the study results according to the SER USB: *ex. (examination), cc. + ex. (course credit + examination), cc. (course credit), col. colloquium).*

Teacher: *Give the name and surname of the course Teachers, incl. academic degrees. For courses of the profile core courses names of the Guarantors of these courses are stated in bold. If more Teachers are involved in the teaching process, all the lecturers with the designation „lecturer“, are listed as well as all other Teachers leading seminars and in the case of practical training (Laboratory exercises, etc.), the main Teacher in charge of these, with a percentage of teaching provision by their name (in brackets behind their name). Teachers do not need to be listed for courses that have only a complementary character (physical education for Programmes of non-physical education specialisations, foreign languages in non-philological Degree Programmes, etc.). If a course that does not include lectures is provided by students of Doctoral studies, only the Guarantor of the course and the fact that the course is provided by students of Doctoral study is stated without listing their individual names.*

Recommended year / semester: *Recommended year and semester if the course is recommended to be taken in a certain year and semester. It is recommended to sort obligatory and elective courses according to their recommended years and semesters.*

Course type: *State "PCC" shall for courses which are part of the profiling core courses but are not the basic theoretical courses of the profile core courses. Basic theoretical courses of the profile core courses are marked as "BTC ". For courses that do not form part of the profile core courses, the box is left blank.*

Elective courses - group 1

Condition of fulfilment of this group of courses:

Indicate how many courses or credits to be completed in the given group.

It is possible to add additional sub-tables of optional courses as required.

Elective courses are presented in separate tables according to the groups of these courses from which the student chooses a certain number of courses or credits. Within one group of elective courses cannot be listed elective courses which belong to the profiling core courses as well as elective courses, which do not belong to the profiling core courses.

Components of state final examination and their content
<i>Give an overview of SFE components, indicating which basic topics are the content of the individual SFE components (including optional topics within some of the SFE components). Next define the content of these basic topics, for example by the list of the courses to which the SFE components are linked.</i>
Further study obligations
<i>List any further key study obligations. If a part of a Degree Programme with academic orientation is an obligatory professional practical training, provide information on the length of the professional practical training, its output and its organization. For Degree Programmes with professional orientation, the professional practical training data is filled in a separate annexe.</i>
Suggestions of topics of graduation theses and topics of defended theses
<i>List at least 5 Bachelor's (if defence is a component of the SFE) / Master's theses for new Degree Programmes. In application for extension of the validity of accreditation, list at least 5 defended BT / MT. The full texts of the published Bachelor's and Master's theses and their reports are publicly available in IS STAG .</i>
Suggestion of topics of Advanced Master's thesis and topics of defended theses
<i>To be filled out only when applying for authorization to perform Advanced Master's examinations and to award academic degrees according to Section 46 (5) of the Act. For a new authorization request, include a proposal of at least 5 proposed topics of Advanced Master's thesis. In application for extension of the validity of accreditation, list at least 5 defended Advanced Master's Theses. The full texts of published Advanced Master's Theses and their reports are publicly available in IS STAG .</i>
Components of State Advanced Master's Examination and their content
<i>To be filled out only when applying for authorization to perform Advanced Master's examinations and to award academic degrees according to Section 46 (5) of the Act. Specify the content of state Advanced Master's examinations. Give an overview of State Advanced Master's Examination components, indicating the basic topics of the content of the individual State Advanced Master's Examination components.</i>

Information on professional practical training (Degree Programmes with professional orientation)				
Description of obligatory professional practical training				
<i>Description of the focus, organization and course of professional practical training and its importance within the curriculum.</i>				
Scope		Weeks		Hours
An overview of the workplaces where the professional practical training is to be carried out				Contractually secured
<i>List the selected workplaces where the professional practical training is supposed to be carried out. "Yes" or "no" is stated if the professional practical training is contractually provided by the workplace.</i>				<i>Yes / No</i>
Providing professional practical training in a foreign language (for Degree Programmes conducted in a foreign language)				
<i>Degree Programmes implemented in a foreign language will indicate how foreign language professional practical training is provided.</i>				

Curricula and proposed topics of theses (Doctoral Degree Programmes)

Study obligations

Requirements for completion of courses, etc.

Requirements for creative activities

Requirements for creative activities within Doctoral studies

Requirements for internship completion

List any obligations to complete part of a study abroad or to participate in a foreign research project, if it is part of studies etc.

Further study obligations

Information on the possible extent of student involvement in teaching, professional practical training etc.

Proposal of Dissertation Theses and topics of defended theses

For new Degree Programmes, list at least 5 dissertation topics.

For applications for extension of the validity of accreditation, list at least 5 defended Dissertations.

The full text of the published dissertations and their reports are publicly available in [IS STAG](#) .

Guarantor of the Degree Programme							
Higher education institution	University of South Bohemia in České Budějovice						
Faculty							
Name of the Degree Programme							
Name and surname					Academic degrees		
Year of birth		Relation to the University	(1)	Scope	(2)	Until when	(3)
Relationship to the Faculty implementing the Degree Programme			(4)	Scope	(5)	Until when	(3)
Other current activities as an academic at other universities				Type of employment relationship		Scope	
<p><i>Names (or abbreviations) and headquarters (municipalities) of other higher education institutions where the Teacher works as a scholar, even outside the Czech Republic. State the type and scope of employment in hours per week. Employment or service relationships negotiated for a maximum of one year with a scope of up to 0.2 weekly working hours (i.e. 8 hours a week) are not considered when assessing the requirements for the length of the weekly working hours, however they are listed in this section.</i></p>				<p><i>Employment relationship/ Agreement to Perform a Job / Agreement to Perform Work /</i></p>		<p>hours / week</p>	
Courses taught within the Degree Programme and ways of engaging in teaching; further involvement in the implementation of the Degree Programme							
<p><i>All courses in a given Degree Programme to which they are or will be involved are listed. It also indicates whether the lecturer in the individual courses is "lecturer", "leads a seminar", etc. and in which courses he is the Guarantor of the course. The Doctoral Degree Programme should indicate whether it is a Supervisor, a Teacher, a member of a Doctoral Studies Board</i></p>							
Information on university education							
<p><i>State the Degree Programme and Specialisation, if the Degree Programme was divided into Specialisations, the highest level of university education and the year of its completion, the abbreviation of the name of the university and the Faculty. If the person holds the scientific degree "candidate of science" (CSc) or a "doctor of science" (DrSc), state the year of the award of this degree and Specialisation in which it was awarded.</i></p>							
Professional practice after university graduation							
<p><i>Information on professional practice since graduation, namely short name of employer, position held, duration in years (minimum 1/2 year) and in case of non-on-site work (at least 10 hours / week) "Jpp". Do not include positions of fewer than 10 hours a week and agreements to perform a job or work.</i></p> <p><i>In the case of a Degree Programme supervisor whose accreditation is requested, an overview of all the Degree Programmes (Specialisations) he has guaranteed over the last 10 years, including the name and type of the Degree Programme (Specialisation), the name of the higher education institution and its components, and the term of the Degree Programme (field).</i></p>							
Experience with supervision of Graduation and Advanced Master's theses							
<p>Number of supervised defended Bachelor's theses:</p> <p>Number of supervised defended Master's theses:</p> <p>Number of supervised defended Advanced Master's Theses:</p> <p>Number of supervised defended Dissertations:</p>							
Field of Habilitation	Year of award	Procedure held at university	Responses to publications excluding auto citations				
			WOS	Scopus	Other		
Field of professorship appointment	Year of award	Procedure held at					

		university			
Overview of the most important publishing and other creative activities or other professional activities in case of practitioners related to courses provided by this person					
Standard source citations, extent and share of Teacher (with author only Teacher = 100%) are listed.					
The 5 most significant Outcomes of publishing over the past 5 years: <ul style="list-style-type: none"> • • • • • 					
Other publications on covered courses (Title A, Title B, ...): (If the above 5 publications illustrate Teacher's erudition only in relation to some courses taught, it is possible to add other publications relevant to the remaining courses, up to 3 outcomes to each such course, with individual publications being available to several courses at the time.) <ul style="list-style-type: none"> • • • • • 					
Experienced practitioners include their professional practical training in professional practical training related to the focus of the taught courses during the last 5 years (including the employer).					
Experience from abroad					
The most prominent stays abroad are mentioned - name of the foreign institution, state, year and the duration of stay lasting at least 1 month, or employment position during a stay abroad.					
Signature	Provided only if there is no employment relationship with the USB at the time of submission of the Intent .		Date		

(Notes:

- (1) Employment relation/ Agreement to Perform a Job / Agreement to Perform Work / other (specify); if the employment relationship is to be negotiated in the future (during the accreditation of the Degree Programme), the abbreviation "fut." is placed next to the type of this relationship.
- (2) Scope: For academic staff, the total extent of the direct work of the member of academic staff at the USB is stated, in hours per week under Section 79 of the Labour Code, the scope of any relation based on Agreement to Perform a Job or Work are not listed. In the case of Teachers working at the USB only under an Agreement to Perform a Job or an Agreement to Perform Work shall be indicated the extent of their activities in hours per week or per semester. Employment contract at the contracted health care facility and the USB in the case of Health Care Degree Programmes is counted as one employment contract.
- (3) Enter "IN" for an employment relationship of indefinite period, otherwise indicate the month and year until when the employment relationship is contracted (mmyy).
- (4) Indicate the type of the labour-law relationship at the Faculty implementing the Degree Programme.
- (5) Analogously to point (2); this is the part of the total working hours that the Teacher teaches at the relevant Faculty (for example, if out of the total 40 working hours / week at the USB are 20 hours per week taught at the given Faculty, "20" is stated). For Teachers working on the part of the higher education institution, only upon and Agreement to Perform a Job or Work or under another form of employment the extent of their activities in hours per week or per semester shall be indicated.

Related creative, scientific and artistic activities			
Overview of the grants and projects executed in a Bachelor's Degree Programme with academic orientation and in Master's and Doctoral Degree Programmes			
Project executor/ co-executor	Names of grants and projects obtained for scientific, research, artistic and other creative activities in the relevant field of education	Source	Period
<i>Name and surname of the project executor / co-executor of the project at USB or at the relevant Faculty</i>	<i>Information on the most important grants and projects related to the Degree Programme; the grant number or the project number if the number is assigned. These are only grants and projects that the USB / Faculty as an institution is the recipient (bearer) or co-beneficiary. In the case of grants and collaborative projects, other co-beneficiaries are also mentioned. There are no internal grants (GA USB, Faculty grants).</i> Source: A = international and foreign grants, B = Grants GA CR, TA CR or other equivalent, C = sectoral ministerial grants	A B C + name of the institution, which funded the project	<i>State the years when the grant or project was executed.</i>
	<i>List a maximum of 2 (for Bachelor's Degree Programmes and Master's Degree Programmes with professional orientation)</i>		
	<i>List a maximum of 3 (for Master's Degree Programmes with academic orientation)</i>		
	<i>List a maximum of 5 (for Doctoral Degree Programmes)</i>		
Overview of executed projects and other activities in cooperation with the professional practical training of the with professional orientation Bachelor's and Master's Degree Programmes			
Provider of professional practical training	Name or description of the project carried out in cooperation with the institution	Period	
<i>Name of the subject from practice with which the cooperation took place.</i>	<i>List 2-5 of the most important projects and other activities carried out in cooperation with practice related to the Degree Programme.</i>	<i>State the years when the project was executed</i>	
Professional activities related to creative, scientific and artistic activities of a higher education institution related to a Degree Programme			
<p><i>Here you can list professional activities (up to 10 most important professional activities) related to creative, scientific and artistic activities of the Faculty, and particulars about activities not mentioned in the previous sections. These include, for example, important seminars, workshops, conferences, Outcomes of publishing activities, the results of the implementation of professional projects, etc., including the possible participation of students in these activities. There is no common publishing activity, patents, and other creative activities of individuals (this is stated on the person's form).</i></p> <p><i>Programmes with academic orientation include only scientific activities related to scientific or artistic activities, Programmes with professional orientation of professional activities related to the entire creative activities.</i></p>			
Information on co-operation with the practice related to the Degree Programme			
<i>List other activities carried out in cooperation with practice not mentioned in the previous sections.</i>			

(Notes:

Include only creative, scientific and artistic activities, which are performed at USB, respectively. at the relevant Faculty. Do not include creative, scientific and artistic activities carried out by the Teacher at another institution.

From the time point of view, list creative, scientific and artistic activities within this scope:

- *For a Bachelor's Degree Programme over the last 3 years;*
- *for a Master's Degree Programme over the last 3 years;*
- *for a Master's Degree Programme over the last 5 years;*
- *for a Doctoral Degree Programme over the last 10 years.*

R 410 Annexe II: Structure of the evaluation of the Intent to apply for an accreditation of a degree Programme

Faculty:

Name of the Degree Programme:

Type of Degree Programme:

Profile of the Degree Programme:

Mode of study:

Standard length of study:

Language of study:

Advanced Master's Procedure (yes / no):

Guarantor of the Degree Programme:

Fulfilment of the following requirements is considered:

- *for all Degree Programmes* - under Article 5 (1), Article 6 (1) to (9), Article 7 (1) to (4) and further
- *for Bachelor's Degree Programmes with professional orientation* - under Article 8 (1) to (8)
- *for Bachelor's Degree Programmes with academic orientation* - under Article 9 (1) to (7)
- *for Master's Degree Programmes with professional orientation* - under Article 10 (1) to (7)
- *for Master's Degree Programmes with academic orientation* - under Article 11 (1) to (6)
- *for Doctoral Degree Programmes* - under Article 12 (1) to (9)
- *for Degree Programmes implemented in combined and distance mode of study* - under Article 131,
- *for Degree Programmes involving Advanced Master's Procedure* - according to Article 15 (1) and (2)
- *for Degree Programmes with multiple standard curricula* - according to Article 16 (1) to (8).

The evaluation focuses in particular on the following sub-questions:

- (1) Does the Faculty have adequate material facilities and equipment and other necessary financial and personnel resources for the realization of the Degree Programme?¹
- (2) Is the Degree Programme in line with the mission, strategic plan and other strategic documents of the Faculty and the USB? Does it / will reasonably fit into the educational activities carried out at the Faculty and at the USB?
- (3) Is the Programme internally consistent and meets the relevant requirements in terms of type, form, standard period of study, profile if applicable, graduate profile, curriculum, topics and focus of graduation or Advanced Master's thesis, content and form of State Examinations and professional practical training provision if applicable?
- (4) Does the Degree Programme meet the relevant requirements in terms of interconnection with the corresponding creative activities of the Faculty and in terms of cooperation with practice? Does the scope of these activities guarantee that it is / will be a Degree Programme of a high professional standard?
- (5) Does the Degree Programme meet the relevant requirements in terms of staffing (the Guarantor of the course and the qualification structure of the Guarantors of the profile core courses and other Teachers)?

¹ *The Internal Evaluation Council is expected to be aware of the Faculty situation, i.e. this is not separately documented in the Intent unless the Internal Evaluation Council specifically requires additional documents, see Article 5 (1).*

- (6) Does the Degree Programme meet the relevant requirements in terms of the international dimension of educational and related creative activities?
- (7) In the case of a Degree Programme with multiple model curricula, are the individual curricula in terms of their composition, internal structure, electivity and combinability designed in accordance with the relevant requirements in such a way - if it is applicable - as to enable the realization of a Degree Programme at several Faculties or cross-faculty combinations (are they compatible with the curricula of other relevant Degree Programmes at the USB)?

The following statements can be used for the final evaluation

- A. **approved**, i.e. without any reservations to the fulfilment of the applicable requirements. Remarks such as recommendations aimed at enhancing the quality of the consecutive elaboration of the Degree Programme Proposal may be added (but it is not necessary);
- B. **approved with reservations**, i.e. it is obvious from the Intent that the Degree Programme fulfils the relevant requirements with partial deficiencies which are remediable and are not incompatible with the elaboration of a quality Proposal of a Degree Programme; in this case it is necessary to add specific comments and recommendations to be taken into account in the Proposal of a Degree Programme to the statement;
- C. **not-approved**, i.e. it is obvious from the Intent that the Degree Programme does not fulfil the relevant requirements (here it is necessary to specify which requirements have not been fulfilled) and the respective deficiencies are incompatible with the elaboration of a quality Degree Programme Proposal;
- D. **cannot be assessed**, i.e. it is **not possible to determine** from the information provided in the Intent due to its incompleteness or generality, if the Degree Programme fulfils the relevant requirements; it is necessary to provide specific points where it is necessary to supplement or refine the documents in order to assess whether the Intent meets the relevant requirements in the statement.

R 410 Annexe III: Structure of the Proposal of a Degree Programme

Proposal of a Degree Programme	
Name of the higher education institution:	University of South Bohemia in České Budějovice
Faculty Name:	
Name of cooperating institution:	<i>If the Degree Programme is to be implemented in cooperation with another legal entity pursuant to Section 81 of the Act, indicate the name of this institution.</i>
Name of the Degree Programme:	
Type of accreditation request:	<ul style="list-style-type: none"> • <i>accreditation</i> • <i>extension of the validity of the accreditation</i> • <i>Extension of the scope of the accreditation (including specification of whether the scope is being extended by another mode of study, further curricula, realization of a Degree Programme in a foreign language, authorization to perform Advanced Master's examinations and awarding of academic degrees according to Section 46 (5) of the Act, joint realization of the Degree Programme with a foreign university pursuant to Section 47a of the Act, joint realization of the Degree Programme with another legal entity under Section 81, etc.)</i>
Authorizing body:	Internal Evaluation Board at the University of South Bohemia in České Budějovice
Link to electronic application form:	<i>the address of the website where the accreditation request is made available</i> username: password:
References to relevant internal regulations:	<i>References to internal regulations and other internal standards of the Faculty related to educational activities.</i>
ISCED F 2013:	Code of Classification of Educational Fields, see https://www.czso.cz/csu/czso/klasifikace-oboruvzdelani-cz-isced-f-2013
Comments: <i>Any other information that the submitter deems relevant to the Proposal evaluation.</i>	

Settlement of comments raised by the Internal Evaluation Board to the intent to apply for degree programme accreditation

Provide a summary of how the comments raised by the Internal Evaluation Board have regarding the intent to apply for degree programme accreditation have been incorporated and an overview of any other changes that have been made to the degree programme proposal compared to the approved intent.

Description of the Degree Programme			
Name of the Degree Programme			
Type of Degree Programme	<i>Bachelor's / Master's / consecutive Master's / Doctoral</i>		
Profile of the Degree Programme	<i>with academic orientation / with professional orientation (Bachelor's and Master's degree Programmes)</i>		
Mode of study	<i>on-site / combined / distance (multiple forms of study possible)</i>		
Standard length of study	<i>number of ac. years of standard length of study (identical for all modes of study)</i>		
Language of study	<i>For each language in which the Degree Programme is to be implemented, an independent Degree Programme should be accredited.</i>		
Academic degree awarded	<i>see Section 45 (4), Section 46 (4) and Section 47 (5) of the Act</i>		
Advanced Master's Procedure	Yes / No	Academic degree awarded	<i>see Section 46 (5) of the Act</i>
Guarantor of the Degree Programme	<i>name and surname incl. academic degrees</i>		
Focus on preparation for a regulated profession	<i>yes / no (see Government Regulation no. 275/2016 Coll., On Fields of Education in Higher Education, and Database of Regulated Professions and Activities of the Ministry of Education, Youth and Sports http://uok.msmt.cz/uok/ru_list.php)</i>		
Focus on preparation of security experts in the Czech Republic	Yes / No		
Recognition body	<i>completed in the case of preparation for the exercise of a regulated profession (Ministry of Education, Ministry of Labour and Social Affairs etc.)</i>		
Field (s) of Education, for combined Degree Programmes the proportion of individual fields of education in %			
<i>Indicate the field of education to which the proposed Degree Programme is to be included; in the case of a combined Degree Programme, all the fields of education in which the Degree Programme is to be included are listed. The combined Degree Programme also includes a percentage of the basic topics belonging to individual fields of education in terms of the share of credits of the corresponding courses. A combined Degree Programme means a Programme which verifies profiling knowledge or skills from the basic topics belonging to more fields of education (see Section 44, paragraph 8 of the Act) in the State Examination, or the Defence of the dissertation. Verification of knowledge or skills from topics, which have only a supporting character for a Degree Programme, is not in itself a reason to designate such a Degree Programme as a combined one (e.g., the teaching of individual subject combinations is not a combined Degree Programme).</i>			
Study Objectives of the Degree Programme			
<i>Brief Description of the Degree Programme including its orientation.</i>			
Profile of the Graduate of the Degree Programme			
<i>Framework Description of the knowledge, skills and general competencies of the graduate.</i>			
Rules and conditions for curricula design			
<i>Brief description of the system of studies, including the system of selection of elective courses or optional courses if applicable, possibly other relevant data on curricula design, combinability of standard curricula etc. Also indicate whether the ECTS system or another way of expressing the study load is used in the Programme. Indicate the extent of teaching units in minutes (typically 45 minutes for theoretical instruction, 60 minutes for practical or student professional practical training).</i>			
Conditions for Admission to Studies			
<i>Additional conditions for admission to study are provided (see Section 49 (1) of the Act).</i>			

Link to other types of Degree Programmes

Bachelor's, Master's and Ph.D. Degree Programmes conducted at the Faculty or at the USB, linked to the proposed Degree Programme are listed here.

Curricula and proposals of topics of theses (Bachelor's and Master's Degree Programmes)

Curriculum designation
 If the Degree Programme is to be accredited with multiple variants of the standard curricula, a separate annexe is attached to each curriculum.
 If a Degree Programme with specializations is concerned, each specialization has a separate curriculum, which contains a common basis + a specific part characterizing the specialization.

Obligatory Courses

Course name	Extent	Way to evaluation	Number of credits	Teacher	Recommended year / semester	Type of course

Obligatory courses include courses focused on preparation of the graduation thesis.
Scope: The total number of lessons per semester with a distinction of the form of teaching (e.g. 42 l + 28 s = 42 units lectures + 28 units of seminars per semester). Alternatively, another description of time demands
 Direct contact education. In the distance or combined mode of study, the scope of direct instruction is stated.
 Method of evaluation of the study results **according to the SER USB:** ex. (examination), cc. + ex. (course credit + examination), cc. (course credit), col. colloquium).
Teacher: Give the name and surname of the course Teachers, incl. academic degrees. For courses of the profile core courses names of the Guarantors of these courses are stated in bold. If more Teachers are involved in the teaching process, all the lecturers with the designation „lecturer“, are listed as well as all other Teachers leading seminars and in the case of practical training (Laboratory exercises, etc.), the main Teacher in charge of these, with a percentage of teaching provision by their name (in brackets behind their name). Teachers do not need to be listed for courses that have only a complementary character (physical education for Programmes of non-physical education specialisations, foreign languages in non-philological Degree Programmes, etc.). If a course that does not include lectures is provided by students of Doctoral studies, only the Guarantor of the course and the fact that the course is provided by students of Doctoral study is stated without listing their individual names.
Recommended year / semester: Recommended year and semester if the course is recommended to be taken in a certain year and semester. It is recommended to sort obligatory and elective courses according to their recommended years and semesters.
Course type: State “PCC” shall for courses which are part of the profiling core courses but are not the basic theoretical courses of the profile core courses. Basic theoretical courses of the profile core courses are marked as “BTC”. For courses that do not form part of the profiling core courses, the box is left blank.

Elective courses - group 1

Condition of fulfilment this group of courses:
 Indicate how many courses or credits to be completed in the given group.

It is possible to add additional sub-tables of optional courses as required.
 Elective courses are presented in separate tables according to the groups of these courses from which the student chooses a certain number of courses or credits. Within one group of elective courses cannot be listed elective courses which belong to the profiling core courses as well as elective courses, which do not belong to the profiling core courses.

Components of state final examination and their content
<i>Give an overview of SFE components, indicating which basic topics are the content of the individual SFE components (including optional topics within some of the SFE components). Next define the content of these basic topics, for example by the list of the courses to which the SFE components are linked.</i>
Further study obligations
<i>List any further key study obligations. If a part of a Degree Programme with academic orientation is an obligatory professional practical training, provide information on the length of the professional practical training, its output and its organization. For Degree Programmes with professional orientation, the professional practical training data is filled in a separate annexe.</i>
Suggestion of topics of the qualification work and the topics of the defended theses
<i>List at least 5 Bachelor's (if defence is a component of the SFE) / Master's theses for new Degree Programmes. In application for extension of the validity of accreditation, list at least 5 defended BT / MT. The full texts of the published Bachelor's and Master's theses and their reports are publicly available in IS STAG</i>
Suggestion of topics of Advanced Master's thesis and topics of defended theses
<i>To be filled out only when applying for authorization to perform Advanced Master's examinations and to award academic degrees according to Section 46 (5) of the Act. For a new authorization request, include a proposal of at least 5 proposed topics of Advanced Master's thesis. In application for extension of the validity of accreditation, list at least 5 defended Advanced Master's Theses. The full texts of published Advanced Master's Theses and their reports are publicly available in IS STAG .</i>
Components of State Advanced Master's Examination and their Content
<i>To be filled out only when applying for authorization to perform Advanced Master's examinations and to award academic degrees according to Section 46 (5) of the Act. Specification of the content of state Advanced Master's examinations. An overview of State Advanced Master's Examination components is given, indicating the basic topics of the content of the individual State Advanced Master's Examination components.</i>

Description of the course <i>please complete for each course listed in the curriculum (information in accordance with the curriculum)</i>			
Name of the course			
Type of the course		Recommended year / semester	
Extend of the course		credits	
Prerequisites, coexistence, equivalence	<p><i>Specify the relevant courses of the curriculum</i> <i>Prerequisites are courses without which the course cannot be enrolled on. Co-requisites are courses that must be enrolled in the year / semester as the course at the latest.</i> <i>Equivalence is such a relationship between two courses determined by a University (Faculty) or curriculum where it is stated that completion of one course is considered as a completion of the other course and vice versa.</i></p>		
Study results evaluation method	<i>Credit credit + examination colloquium</i>	Form of teaching	<i>lecture, seminar, practical class, professional practical training, excursions, etc.</i>
Forms of the study results evaluation methods and other student requirements			
<i>List the evaluation method of learning outcomes mentioned in the previous point (oral, written or both) and other student requirements leading to completion of the course, e.g. seminar work, presentation, attendance etc.</i>			
Course Guarantor	<i>Name and surname of the Guarantor including academic degrees. Only indicated for the profiling core courses.</i>		
Involvement of the Guarantor in teaching of the course	<i>State how the Guarantor participates in teaching the course.</i>		
Teacher			
<i>information identical to the one in curriculum</i>			
Brief annotation of the course			
<i>Main topics (syllabus) of the course week by week (in blocks).</i>			
Study literature and study aids			
<i>Study literature in divided into obligatory and recommended and optional study aids. Provide a link to the templates of distance learning texts and study support for combined or distance mode of studies and the log in details for the web site where they are located.</i>			
Information on combined or distance mode of study			
Extent of consultations (residential study retreats)		Number of hours	
Information on ways to contact the Teacher			

The information is filled in only if the course is realized in a different mode of study than on-site.

The extend of consultations (residential study retreat) is listed as the total number of hours of direct tuition per semester.

Description of how to contact the Teacher, including a consultation system.

In the courses conducted in the distance mode of study, is also provided the way of ensuring communication between students.

Information on professional practical training (Degree Programmes with professional orientation)

Description of obligatory professional practical training

Description of the focus, organization and course of professional practical training and its importance within the curriculum.

Scope		weeks		hours	
An overview of the workplaces where the professional practical training is to be carried out					Contractually secured
<i>List the selected workplaces where the professional practical training is supposed to be carried out. "Yes" or "no" is stated if the professional practical training is contractually provided by the workplace. If there is a contract, include a copy of the framework contracts or example contracts with selected workplaces in the annexe to the application for accreditation.</i>					Yes / No

Providing professional practical training in a foreign language (for Degree Programmes conducted in a foreign language)

Degree Programmes implemented in a foreign language will indicate how foreign language professional practical training is provided.

Curricula and proposals of topics of theses (Doctoral Degree Programmes)

Study obligations

Requirements for the completion of courses, etc.

Requirements for creative activities

Requirements for creative activities within the Doctoral study.

Requirements for passing internships

An obligation to complete part of a study abroad or to participate in a foreign research project, if it is part of a study.

Further study obligations

Information on the possible extent of student involvement in teaching, professional practical training etc.

Design of Dissertation Theses and topics of the defended theses

For new Degree Programmes, list at least 5 dissertation topics.

For applications for extension of the validity of accreditation, list at least 5 defended Dissertations.

The full text of the published dissertations and their reports are publicly available in [IS STAG](#) .

Overview of Staffing of the Degree Programme

Guarantor of the Degree Programme: Surname, Name, degrees in front of the name, academic degrees behind the name

An alphabetical list of Guarantors and other course Teachers listed in the curricula.

Surname Name, degrees in front of the name, degrees behind the name

Highlight the Guarantors of basic theoretical courses of the profile core courses in bold.

Highlight Guarantors of other courses of the profile core courses by italics.

For Bachelor's and Master's Degree Programmes, the information is given for each Teacher listed in the curricula (i.e. not for Doctoral students participating in teaching).

For Doctoral Degree Programmes, the information is given about Supervisors (selected 10).

The list of all Supervisors in the structure of surname, name and degree (s) for the period of double the standard period of study of the Degree Programme and the list of members of the Doctoral Studies Board in the structure of surname, name, degree (s) and their home institution (for external members of the Doctoral Studies Board) is included for already implemented Doctoral Degree Programmes.

For new Doctoral Degree Programmes, attach a list of the expected members of the Doctoral Studies Board, with the indication of the home institutions for external members and a list of expected Supervisors in the extent proportional to the presumed number of students.

For each person named, a detailed description is provided in with the following structure:

Staffing								
Higher Education Institution		University of South Bohemia in České Budějovice						
Faculty								
Name of the Degree Programme								
Name and surname					Degrees			
Year of birth		Relation to the University	(1)	Scope	(2).	Until when	(3).	
Relationship to the Faculty implementing the Degree Programme			(4),	Scope	(5)	Until when	(3).	
Other current activities as an academic at other universities				Type of employment relationship		Scope		
<p><i>Names (or abbreviations) and headquarters (municipalities) of other higher education institutions where the Teacher works as a scholar, even outside the Czech Republic. State the type and scope of employment in hours per week. Employment or service relationships negotiated for a maximum of one year with a scope of up to 0.2 weekly working hours (i.e. 8 hours a week) are not considered when assessing the requirements for the length of the weekly working hours, however they are listed in this section.</i></p>				<p><i>Employment relationship/ Agreement to Perform a Job / Agreement to Perform Work /</i></p>		<p>hour / week</p>		
Courses of the Degree Programme and ways of engaging in teaching; further involvement in the realization of Degree Programme								
<p><i>All courses in a given Degree Programme to which they are or will be involved are listed. It also indicates whether the lecturer in the individual courses is "lecturer", "leads a seminar", etc. and in which courses he is the Guarantor of the course. The Doctoral Degree Programme should indicate whether it is a Supervisor, a Teacher, a member of a Doctoral Studies Board.</i></p>								
University education information								
<p><i>State the Degree Programme and Specialisation, if the Degree Programme was divided into Specialisations, the highest level of university education and the year of its completion, the abbreviation of the name of the university and the Faculty. If the person holds the scientific degree "candidate of science" (CSc.) or a "doctor of science" (DrSc.), state the year of the award of this degree and Specialisation in which it was awarded.</i></p>								
Professional practice after university graduation								
<p><i>Information on professional practice since graduation, namely short name of employer, position held, duration in years (minimum 1/2 year) and in case of non-on-site work (at least 10 hours / week) "Jpp". Do not include positions of fewer than 10 hours a week and agreements to perform a job or work.</i></p> <p><i>In the case of a Degree Programme supervisor whose accreditation is requested, an overview of all the Degree Programmes (Specialisations) he has guaranteed over the last 10 years, including the name and type of the Degree Programme (Specialisation), the name of the higher education institution and its components, and the term of the Degree Programme (field).</i></p>								
Experience with management of graduation and Advanced Master's thesis								
<p>Number of defended Bachelor's theses:</p> <p>Number of supervised defended Master's theses:</p> <p>Number of supervised defended Advanced Master's Theses:</p> <p>Number of defended Dissertations:</p>								
Field of Habilitation procedure		Year of award		Procedure held at university		Replies to publications without auto citations		
						WOS	Scopus	other
Field of professorship appointment		Year of award		Procedure held at				

		university			
Overview of the most important publishing and other creative activities or other professional activities in case of practitioners related to courses provided by this person					
<i>Standard source citations, extent and share of Teacher (with author only Teacher = 100%) are listed.</i>					
The 5 most significant Outcomes of publishing over the past 5 years:					
<ul style="list-style-type: none"> • • • • • 					
Other publications on covered courses (Title A, Title B, ...): <i>(If the above 5 publications illustrate Teacher's erudition only in relation to some courses taught, it is possible to add other publications relevant to the remaining courses, up to 3 outcomes for each such course, with individual publications being available to several courses at the time.)</i>					
<ul style="list-style-type: none"> • • • • • 					
Experienced practitioners include their professional practical training in professional practical training related to the focus of the taught courses during the last 5 years (including the employer).					
Work abroad					
<i>List the most prominent stays abroad - name of the foreign institution, state and the duration of stays lasting at least 1 month, or employment position during a stay abroad.</i>					
Signature	<i>It is only available to Teachers who have no employment relationship at the time of submission of the accreditation application .</i>			Date	

(Note:

- (1) *Employment relation/ Agreement to Perform a Job / Agreement to Perform Work / other (specify); if the employment relationship is to be negotiated in the future (during the accreditation of the Degree Programme), the abbreviation "fut." is placed next to the type of this relationship.*
- (2) *Scope: For academic staff, the total extent of the direct work of the member of academic staff at the USB is stated, in hours per week under Section 79 of the Labour Code, the scope of any relation based on Agreement to Perform a Job or Work are not listed. In the case of Teachers working at the USB only under an Agreement to Perform a Job or an Agreement to Perform Work shall be indicated the extent of their activities in hours per week or per semester. Employment contract at the contracted health care facility and the USB in the case of Health Care Degree Programmes is counted as one employment contract.*
- (3) *Enter "IN" for an employment relationship of indefinite period, otherwise indicate the month and year until when the employment relationship is contracted (mmyy).*
- (4) *Indicate the type of the labour-law relationship at the Faculty implementing the Degree Programme.*
- (5) *Analogously to point (2); this is the part of the total working hours that the Teacher teaches at the relevant Faculty (for example, if out of the total 40 working hours / week at the USB are 20 hours per week taught at the given Faculty, "20" is stated). For Teachers working on the part of the higher education institution, only upon and Agreement to Perform a Job or Work or under another form of employment the extent of their activities in hours per week or per semester shall be indicated.*

Related creative, resp. scientific and artistic activities			
Overview of the grants and projects executed in a Bachelor's Degree Programme with academic orientation and in Master's and Doctoral Degree Programmes			
Project executor / co-executor	Names of grants and projects obtained for scientific, research, artistic and other creative activities in the relevant field of education	Source	Period
<i>Name and surname of the project executor / co-executor of the project at USB, resp. at the relevant Faculty</i>	<i>Information on the most important grants and projects related to the Degree Programme; the grant number or the project number if the number is assigned. These are only grants and projects that the USB / Faculty as an institution is the recipient (bearer) or co-beneficiary. In the case of grants and collaborative projects, other co-beneficiaries are also mentioned. There are no internal grants (GA USB, Faculty grants). Source: A = international and foreign grants, B = Grants GA CR, TA CR or other equivalent, C = sectoral ministerial grants</i>	A B C + name of the institution, which funded the project	<i>State in which years the grant or project was executed.</i>
	<i>List a maximum of 2 (for Bachelor's Degree Programmes and Master's Degree Programmes with professional orientation)</i>		
	<i>List no more than 3 (for Master's Degree Programmes)</i>		
	<i>List a maximum of 5 (for Doctoral Degree Programmes).</i>		
Overview of executed projects and other activities in cooperation with the professional practical training of the professional orientation Bachelor's and Master's Degree Programmes			
Provider of the professional practical training	Name or description of the project carried out in cooperation with the professional practical training	Period	
<i>Name of the subject from practice with which the cooperation took place.</i>	<i>List 2-5 of the most important projects and other activities carried out in cooperation with practice related to the Degree Programme.</i>	<i>It is stated in which years the project was executed</i>	
Professional activities related to creative, scientific and artistic activities of a higher education institution related to a Degree Programme			
<i>Here you can list professional activities (up to 10 most important professional activities) related to creative, scientific and artistic activities of the Faculty, and particulars about activities not mentioned in the previous sections. These include, for example, important seminars, workshops, conferences, Outcomes of publishing activities, the results of the implementation of professional projects, etc., including the possible participation of students in these activities. There is no common publishing activity, patents, and other creative activities of individuals (this is stated on the person's form). Programmes with academic orientation include only scientific activities related to scientific or artistic activities, Programmes with professional orientation of professional activities related to the entire creative activities.</i>			
Information on co-operation with the professional practical training related to the Degree Programme			
<i>List other activities carried out in cooperation with practice not mentioned in the previous sections.</i>			

(Notes:

Include only creative, scientific and artistic activities, which are performed at USB, respectively. at the relevant Faculty. Do not include creative, scientific and artistic activities carried out by the Teacher at another institution. From the time point of view, list creative, scientific and artistic activities within this scope:

- *For a Bachelor's Degree Programme over the last 3 years;*
- *for a Master's Degree Programme over the last 3 years;*
- *for a Master's Degree Programme over the last 5 years;*
- *for a Doctoral Degree Programme over the last 10 years.*

Information Provision of the Degree Programme

Name and brief description of the study information system

The information system providing access to information about Degree Programmes, study regulations and other requirements related to study as stipulated in the Government Regulation no. 274/2016 Coll., On Standards for Accreditation in Higher Education, is provided at the USB by the Information System of the Study Agenda of the USB (hereinafter "IS STAG"). IS STAG furthermore performs the following functions:

- a) an electronic information system according to Section 57, paragraph 3, Section 68 paragraph 3, Section 69, paragraph 1 and 3 of the Act;
- b) a database of Graduation Theses according to Section 47b of the Act,
- c) means of communication according to the Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education.

USB Information Technology Centre is responsible for the full and smooth operation of IS STAG. USB academic staff and other employees, according to their competencies and responsibilities set out by the internal USB regulations and regulations of the individual Faculties, are responsible for keeping the information provided in IT STAG complete, up to date, and factually accurate.

IS STAG is developed and maintained by the University of West Bohemia in Pilsen. For users from the USB, it is accessible directly at <https://wstag.jcu.cz/portal/>, or via links from the USB's and Faculties' main webpages. The IS STAG system is implemented over the Oracle database and is run on the USB's own infrastructure. The IS STAG environment is implemented through a native client for the Microsoft Windows operating system and a web access integrated in the GateIN JBoss portal. The native client covers the functions of a study assistant, Faculty manager, department manager and scheduler. The portal primarily provides information for applicants, students, and Teachers. The portal interface is implemented in Czech and English. The system is dynamically evolving and responds to imminent needs, whether due to changes in legislation or expectations or needs of users.

IS STAG is linked to other USB information systems - the economic system FIS, the BBM File System, the Academic Staff Evaluation system, the Student Assessment of Teaching System, the e-learning portal LMS Moodle and also includes the output for national registers - SIMS, VZP, Theses and so on.

The IS STAG covers the functions ranging from the admission procedure (electronic application for study, annotation of Degree Programmes and visualization of curricula) to the issuing of a diploma, including organizing the course of study (timetable creation, registration for examinations, records of study results, etc.). Study Departments of Faculties perform administrative tasks related to admissions, enrolments in studies, studies, interruption and completion of studies on the basis of data registered in IS STAG. The rules for the use of IS STAG for study agenda purposes by students, Study Departments, Teachers and Guarantors are laid down in the Study and Examination Regulations of the USB.

Communication with students and applicants can be implemented via the IS STAG portal, using bulk email in the IS STAG system or via the BBM File Service. The file service is closely interconnected with IS STAG and sends documents to students and applicants via mail, data box, email, or on the IS STAG portal.

Access to study literature

Describe the way in which students have access to specialist literature. If the Degree Programme is to be carried out in more places (municipalities), the way of ensuring access to the specialized literature is described for each place of implementation separately.

An Overview of Accessible Databases

List professional databases and other electronic resources related to the degree Programme that are accessible to students.

Name and brief description of the plagiarism detection system used

IS STAG is linked to the plagiarism detection system Theses.

The e-learning portal USB (LMS Moodle) is linked to the system odevzdej.cz for the purpose of checking seminary or other papers elaborated by students.

Material Provision of the Degree Programme			
Place of implementation of the Degree Programme	<i>Provides the name of the appropriate municipality (s), including the full address.</i>		
Capacity of teaching rooms for theoretical instruction			
<i>State the number of students (i.e. the number of places) for the entire University, for each municipality where the Degree Programme is implemented. If the teaching premises are rented, state the number of students provided for in these premises and the lease term (until when).</i>			
Of which provided at rented premises		Rental period	
Capacity and description of specialised classrooms			
<i>Meaning Laboratories, studios, sports grounds, etc. Not needed for Degree Programmes, where the use of these areas is only complementary for the Degree Programme. List separately for each classroom (additional text fields can be added as necessary) the capacity of the given classroom in number of students (i.e. the number of places) for the entire University and the municipality providing the Degree Programme including a brief description of the classroom equipment. If some of the classrooms are at rented premises, number of students whose provided for by these premises and of the rental period is stated for each such classroom.</i>			
Of which provided at rented premises		Rental period	
Capacity and description of the specialised classroom			
Of which provided at rented premises		Rental period	
Statement of the Public Health authority of the (date)			
<i>Only for premises where there has been no tuition in the past.</i>			
Measures and provision of conditions to ensure equal access			
<p>The principle of equal access and equal opportunities for studies is anchored in Article2 of the Study and Examination Regulations of the USB. USB provides study applicants and students with information, counselling and support services related to the studies and with the Degree Programme graduate's labour market employment opportunities.</p> <p>Provision of equal opportunities to study at the University for students with special needs is an important part of the USB's social responsibility. Specific conditions for studying during the recognized period of parenthood, studying of students with special needs, and studying of sports representatives are provided (SAR USB Articles 11 to 13 and related Ordinances of the Rector).</p> <p>USB provides accessible services, scholarships and other support measures to compensate opportunities to study at the USB for students with special needs, while:</p> <ol style="list-style-type: none"> in the field of compensating conditions for study of students with special needs is based on generally binding legal regulations, ensuring that all employees treat students and applicants with special needs in informed and respectful ways, ensuring that the services provided and the arrangements made for accessibility of academic life for students with special needs do not lead to reduction of study demands. <p>In order to improve the accessibility of study, the provision of support and counselling services and the coordination of activities aimed at compensation of the opportunities to study at a university for the target group of applicants</p>			

and students with disabilities or suffering from a disease (hereinafter referred to as "special needs"), the USB set up a Support Centre for Students with Special Needs (hereinafter referred to as "Centre") as a specialized workplace supporting students and applicants across the whole University directly managed by the Vice-Rector for Student Affairs. Students with special needs are in accordance with the methodological standard, which is part of the Rules for Providing Contribution and Grants to Public Universities of the Ministry of Education, Youth and Sports, Annex no.3 - Funding of the Increased Costs for the Study of Students with Special Needs (hereinafter referred to as the "Methodological Standard"):

- A. Visually impaired students (A1 sighted users, A2 users of touch / voice),
- B. students with hearing impairment (B1, spoken language users, B2 sign language users),
- C. students with locomotor disabilities (C1 lower limb impairment, C2 upper limb impairment),
- D. students with specific learning disabilities,
- E. students with an autistic spectrum disorder,
- F. students with other difficulties.

Through the Centre, the USB provides all these target groups with all support services as defined in the Methodological Standard. These are namely: time compensation, individual instruction, organizational measures, personal assistance, spatial orientation, rewriting service, administrative provision, study assistance, interpreting service, note writing service, processing of study literature. The services are implemented on the basis of internal regulations and the USB Standards (Study and Examination Regulations of the USB, Rector's Ordinances). In addition, the Centre also provides support for students with special needs areas that are closely related to the studies and may affect its quality, such as accommodation or transport. The Centre also provides students with special needs such as consulting services, especially regarding the fields of education, social affairs and future employment.

All support and counselling services are provided free of charge to Bachelor's, Master's and Doctoral students in both on-site and combined mode of study, and also to applicants for study as applicable.

In order to compensate for study opportunities, the USB provides a scholarship for students with special needs designed to compensate for the increased costs associated with their studies (see USB Scholarship and Bursary Regulations, Article 8). In cases worthy of special consideration, an extraordinary scholarship may also be awarded to students (see Scholarship and Bursary Regulations, Article (7)).

Other support measures provided include, in particular, an individual study plan (see the Study and Examination Regulations of the USB, Article 12, and the Rector's Ordinance). A student with special needs has the right to extend the periods for fulfilling their study obligations as well as meeting the conditions for advancement to next semester, year or block of study during their objectively unfavourable state of health affecting the study, provided that the study is not interrupted at that time.

In providing all the above-mentioned support measures, the USB strictly respects the legislative regulations of the rights of persons with special needs, in particular the Convention on the Rights of Persons with Disabilities, the Charter of Fundamental Rights and Freedoms, Act No. 198/2009 Coll., Anti-Discrimination Act, and Act no. 111/1998 Coll., On Higher Education Institutions. The principles contained in the above-mentioned legal standards are implemented by the USB in its internal regulations. On this basis, USB staff are familiar with the basic principles of approach to students with special needs respecting their human dignity. In specific cases of students with special needs, where non-standard communication techniques or resources need to be adopted or specific differences need to be respected, the employees are individually instructed by the Centre's staff.

All support measures are individually indicated by the Centre's experts on the basis of Outcomes of functional diagnostics and implemented in accordance with the methodological standard. Academic staff are informed at the beginning of each semester about the nature and parameters of support measures provided to individual students with special needs and have the opportunity to consult with Centre staff.

Financial Provision of the Degree Programme*relevant only for Degree Programmes outside Institutional Accreditation***Educational activities of the higher educational institution funded from the state budget** Yes**Evaluation of the expected costs and resources for the implementation of the Degree Programme***Irrelevant for the USB*

Intent for development and other information on the Degree Programme

Intent for development of the Degree Programme and its reasons

Elaborate on the Intent to develop Degree Programme and its reasons.

Further explain the relationship of the submitted Degree Programme to other Degree Programmes of the State Advanced Master's Examination type and same or similar orientation implemented at the Faculty or at other Faculties of USB.

*In the case of an application for an extension of validity of an accreditation or a Degree Programme linked to an existing or formerly implemented specialisation / Programme, a reference to **the Self-Evaluation Report of the Degree Programme and its Appendices** (link to the website where the Self-Evaluation Report is available, including login details and password where applicable).*

(Note: This applies only when a Proposal of a Degree Programme approved under institutional accreditation is concerned. In case of a Degree Programme accredited outside the institutional accreditation, i.e. the accreditation application is approved by the NAB, instead of the reference to the Self-Assessment Report in accordance with Section 79 (2) e) of the Act, the self-assessment report, describing and evaluating the fulfilment of the individual requirements resulting from the relevant accreditation standards pursuant to Section 78a (2) b) of the Act processed in accordance with the relevant methodological material of NAB is attached to the application.

Number of admitted applicants for studies in the Degree Programme

State the maximum number of applicants that the Faculty intends to admit in the Degree Programme in an academic year. If the Faculty anticipates an increase in the number of admitted applicants during the course of the programme implementation, include the expected numbers for future academic years as well. Also, the expected ratio between admitted and enrolled students should be given, if relevant, for example due to the large difference between the number of admitted and enrolled students.

For Degree Programmes already implemented (e.g. in the case of an application for extension of validity or extension of accreditation), give the number of admitted and enrolled students in individual calendar years for the last 5 years.

Expected employability of graduates on the labour market

Description of the professions for which the graduate should be equipped, other possibilities of their employment, and potential where the graduate should be able to apply their acquired education.

Where the degree Programme is aimed at preparation for the pursuit of a regulated profession, a list of these regulated professions is given here.

R 410 Annex IV: Structure of the evaluation of the Proposal a Degree Programme

Faculty:

Name of the Degree Programme:

Type of Degree Programme:

Profile of the Degree Programme:

Mode of study:

Standard length of study:

Language of study:

Advanced Master's Procedure (yes / no):

Guarantor of the Degree Programme:

Fulfilment of the following requirements is considered:

For newly accredited degree programmes

- *for all Degree Programmes - under Article 3 (2) to (5), Article 4 (1) and (5), Article 5 (1) and (4), Article 6 (1) to (12), Article 7 and further*
- *for Bachelor's Degree Programmes with professional orientation - under Article 8,*
- *for Bachelor's Degree Programmes with academic orientation - under Article 9,*
- *for Master's Degree Programmes with professional orientation - under Article 10,*
- *for Master's Degree Programmes with academic orientation - under Article 11,*
- *for Doctoral Degree Programmes - under Article 12,*
- *for Degree Programmes implemented in combined and distance mode of study - under Article 13,*
- *for Degree Programmes implemented in a foreign language – under Article 14 (1),*
- *for Degree Programmes involving Advanced Master's Procedure - according to Article 15,*
- *for Degree Programmes with multiple standard curricula - according to Article 16 (1) to (8).*

In the case of an application for extension of validity or extension of the accreditation of an already implemented Degree Programme

- *for all Degree Programmes - under Articles 3 to 7 and further*
- *for Bachelor's Degree Programmes with professional orientation - under Article 8,*
- *for Bachelor's Programmes with academic orientation - under Article 9,*
- *for Master's Degree Programmes with professional orientation - under Article 10,*
- *for Master's Degree Programmes with academic orientation - under Article 11,*
- *for Doctoral Degree Programmes - under Article 12,*
- *for Degree Programmes implemented in combined and distance mode of study - under Article 13,*
- *for Degree Programmes implemented in a foreign language - under Article 14,*
- *for Degree Programmes involving Advanced Master's Procedure - under Article 15,*
- *for Degree Programmes with multiple standard curricula - under Article 16.*

The evaluation focuses in particular on the following sub-questions:

- (1) Is the Programme internally consistent and meets the relevant requirements in terms of type, form, standard period of study, profile if applicable, graduate profile, curriculum, topics and focus of graduation or Advanced Master's thesis, content and form of State Examinations and professional practical training provision if applicable?

- (2) Does the Degree Programme meet the relevant requirements in terms of interconnection with the corresponding creative activities of the Faculty and in terms of cooperation with practice? Does the scope of these activities guarantee that it is / will be a Degree Programme of a high professional standard?
- (3) Does the Degree Programme meet the relevant requirements in terms of staffing (the Guarantor of the course and the qualification structure of the Guarantors of the profile core courses and other Teachers)?
- (4) Does the Degree Programme meet the relevant requirements in terms of the international dimension of educational and related creative activities?
- (5) In the case of a Degree Programme with multiple model curricula, are the individual curricula in terms of their composition, internal structure, electivity and combinability designed in accordance with the relevant requirements in such a way - if it is applicable - as to enable the realization of a Degree Programme at several Faculties or cross-faculty combinations (are they compatible with the curricula of other relevant Degree Programmes at the USB)?
- (6) Are the necessary institutional and other conditions for the realization of the Degree Programme with regard to its type, profile, form and language of study are provided (approval of recognition bodies for regulated professions, accreditation of professional practical training workplaces, contractual co-operation with other cooperating institutions and professional practical training institutions, internal standards and information on studies available in the relevant language, is there study support, literature and other means for combined and distance mode of study, etc.)?
- (7) Have any comments made during the approval of the Intent of the Degree Programme's adequately and meaningfully been taken into account? Can (in case of a currently implemented Degree Programme or Specialisation with previous Self - Evaluation Report) from the Report and the current level of fulfilment of the relevant requirements be pre-empted the perspective of the quality of the Degree Programme during the institutional accreditation period?

The following statements can be used for the final evaluation

- A. **approved**, i.e. without any reservations to the fulfilment of the applicable requirements. Remarks such as recommendations aimed at enhancing the quality of the consecutive elaboration of the Degree Programme Proposal may be added (but it is not necessary);
- B. **approved with reservations**, i.e. it is obvious from the Proposal that the Degree Programme fulfils the relevant requirements at a level which does not guarantee the quality of the implementation of the Degree Programme during the entire period of the validity of the institutional accreditation. The authorization to implement the Degree Programme will be granted for a shorter period, or might be limited only for the period of enabling the existing students to complete their studies. In this case, it is necessary to add to the statement specific comments and possibly also a requirement and a deadline to remedy the identified deficiencies and submit a control report;
- C. **not approved**, i.e. it is obvious that the Degree Programme does not fulfil the relevant requirements (it is necessary to specify, which requirements have not been met) and the respective deficiencies are incompatible with the implementation of the Degree Programme; the authorization to carry out the Degree Programme will not be granted or will be withdrawn.

Evaluation Policies:

- Evaluators use the following rating scale to evaluate partial requirements, respectively the above questions: *meets - partially meets - does not meet - cannot be evaluated*.

- The evaluation must present clear, concrete and controllable impulses for the future (what needs to be achieved, what needs to be done to improve the situation or to maintain excellence, etc.).
- If the accreditation is not for a completely new Programme, the evaluation takes into account the previous Self-Evaluation Report of the Degree Programme and the Programme's development.
- The evaluation is done in the form of case studies, because it is not possible to describe all the possibilities that may arise. A reasonable and responsible discussion and a good reasoning for individual decisions is expected in the subcommittees.

R 410 Annex V: Structure of Self-Evaluation Report of the Degree Programme

Self-Evaluation Report of the Degree Programme for the period: ...

Basic Information on the Degree Programme			
Programme Title:			
Programme Code:		Type:	
Mode of study:		Academic degree awarded:	
Standard length of study:		Language:	
Profile:		Field of Education:	
Faculty:		Accreditation until:	

Processed by:			
Date:	 Signature of the Guarantor responsible for preparation of the Programme Report	
Date:	 Signature of Dean of the Faculty	

1 Information about the Degree Programme

1.1 Brief Description of the Degree Programme

Please complete the following table:

Further Description of the Degree Programme	Yes / No	Collaborating institutions
Joint Degree Programme		
Double Degree Programme		
Multi-Degree Programme		
Programme implemented jointly with another university or public research institution based in the Czech Republic		
Programme implemented together with a higher vocational school		

a) Tradition of the Programme at the University / Faculty (brief description)

b) Describe the course of previous accreditations (during the last 10 years) - records of recommendations, limitations, conditions, etc.

c) How does the structure and focus of the Programme respond to the latest developments in the field / scientific discipline (for Programmes with practical orientation, please also refer to its connection with practice)?

1.2 Learning Objectives and Outcomes

Explanatory notes:

- **Objectives and graduate profile** = general description of the Programme's objectives and description of the graduate, including their employment opportunities on the labour market
- **Learning outcomes** = specific (measurable) knowledge, skills and abilities that students should acquire during their studies (i.e. What is the able to do after successful completion of the Programme / course)

- **Teaching strategies** = *teaching strategies which support achievement of the outcomes (e.g. theoretical training, laboratory training, internship, etc.)*
- **Assessment methods** = *methods used to verify whether the planned learning outcomes have been achieved (e.g. case study, essay, presentation, teamwork, data analysis, etc.) ongoing or carried out after completion of the training unit*

Please complete the following tables:

a) Basic Programme Description (*add rows as necessary*)

Basic Description of the Programme		
Learning Objectives and Profile of the Programme Graduate	Learning outcomes of the Programme	Courses in which these outcomes are to be achieved
	1.	
	2.	
	3.	
	4.	
	5.	

b) List of obligatory courses (*add rows as necessary*)¹

List of obligatory courses						
Course name	Abbreviation of the course	Credits	Method of completion	Requirements on students ²	Teaching methods	Assessment methods

¹ According to current curriculum

² If you include study of literature, please include an approximate extent of studies pages. If you list a seminary paper, include the required scope etc.

List of obligatory courses						
Course name	Abbreviation of the course	Credits	Method of completion	Requirements on students ²	Teaching methods	Assessment methods

c) List of elective courses (add rows as necessary)¹

List of elective courses						
Course name	Abbreviation of the course	Credits	Method of completion	Requirements on students ²	Teaching methods	Assessment methods

d) Structure of obligatory, elective and optional courses¹

Structure of courses	Number of credits ³
Obligatory courses	
Elective courses	
Optional courses	

e) Describe and justify the composition of the courses, the adequacy of their credit value and the conditions that apply to the composition of the curriculum (options for selecting individual courses when reaching a certain aggregate credit value, etc.):

f) Please comment on the possible content overlap of individual courses:

³ Students can choose from courses of various credit value, the number can be given as a range.

g) Describe the content and extent of the Final State Examination (and its link to the set learning objectives and learning outcomes of the Programme and the structure of obligatory courses):

1.3 Competitiveness of the Degree Programme

a) Compare the structure and orientation of the Programme with regard to the Programmes offered at other universities in the Czech Republic or abroad (if applicable), evaluate the comparative strengths and weaknesses:

Please complete the following table:

Competitive Degree Programmes (outside the USB)		
University	Name of the Degree Programme	Brief Description

b) Compare the structure and orientation of the Programme with regard to similar Programmes offered at the USB (if any), evaluate the comparative strengths and weaknesses:

Please complete the following table:

Competitive Programmes (within the USB)		
Faculty	Name of the Degree Programme	Brief Description

2 Students

2.1 Information on the admission procedure⁴

Year	Number of applications	Number of admitted applicants	Number of enrolled students

- a) Describe the requirements for the admission procedure - the components and criteria of the admission procedure, including the appropriateness the criteria in relation to the objectives of the Programme and the profile of the graduate, and taking into account the analysis of the drop - out rate:

- b) Assess demand for the Programme and its development over the last 5 years (satisfaction of demand, ratio of the number of applicants to the number of students admitted, ratio of the number of admitted students to the number of enrolled students, evaluation in terms of age and regional structure):

- c) Describe the mechanisms, services provided and other support measures provided to ensure equal access to study and compensation of opportunities to study the Programme for students with special needs and assess the effectiveness of these mechanisms, services and measures:

2.2 Figures on the student numbers

Year	Number of students ⁵	
	Total	Out of which short-term arrivals

⁴ Give figures related to admission procedure inclusive of foreign applicants. The decisive period is a calendar year.

⁵ Number of students on 31st December in active (non-interrupted) studies for all the years of study.

Year	Number of students ⁵	
	Total	Out of which short-term arrivals

a) Please evaluate the evolution in the number of Programme students over the last 5 years:

b) Comment on the expected development of the Programme's capacity regarding the number of students in the future:

2.3 Information on the number of graduates and drop-outs

Year	Number of successful graduates ⁶	Number of drop-outs ⁷

a) Evaluate the evolution of the number and ratio of successful graduates and drop-outs over the last 5 years:

b) Give reasons for drop-outs and measures to reduce their occurrence:

⁶ Include studies successfully completed in the period of 1st January to 31st December of the given year (completed by a successful State Examination according to Section 55 of the Higher Education Act) – code 1 in IS STAG.

⁷ Include drop outs in the period of 1 January to 31 December of the given year – codes 2, 3, 6 a 7 v IS STAG.

3 Staffing of the Degree Programme

3.1 Academic staff

- a) Describe and evaluate the overall structure of staffing of the educational activities, creative and related activities with regard to ensuring the quality of the Degree Programme (assess whether and to what extent other forms of employment or relationships other than employment are used):

- b) Complete the following table of implemented obligatory and elective courses in AR 20 ../ 20 .. (add rows as necessary, please list each course only once, in the case of seminar groups):

Teaching of obligatory and elective courses in AR 20 ../ 20 .. ⁸	
Course taught	Name of the Teacher (including their academic degree)

- c) Evaluate the provision of teaching of obligatory and elective courses in terms of qualification of the academic staff, especially the proportion of obligatory courses taught by Professors and Associate Professors:

- (d) Specify publishing and other creative activities over the last 5 years for academic staff involved in the provision of Degree Programme (obligatory and optional courses) in AR 20 ../ 20 .. (enumeration):⁹

⁸ According to the current curriculum.

⁹ List only these types of results:

- Outcomes published in RIV: B – professional book; C - chapter, resp. chapters in a professional book; J - article in professional journal; D - article in conference proceedings; F - results with legal protection (utility model, industrial design); G – technical outcomes (prototype, functional sample); N - certified methodologies, treatment procedures, heritage procedures, specialized maps with professional content; P - patent; R - software; S - prototype, applied methodology, functional sample, authorized software, results of applied research projected into legal regulations and norms, utility model; Z - half-farm, proven technology, variety, breed.
- Results recorded in RUV

4 Activities related to educational activities

4.1 National and regional cooperation in educational activities

- a) Describe the main mechanisms and other supportive measures ensuring that national and regional co-operation is reflected in the educational activities (rules of professional practical training and internships, involvement of experts from practice in teaching, cooperation with employers, professional organizations, etc.):

--

Please complete the following table:

Is an obligatory professional practical training part of the Programme (YES / NO) ¹⁰	Required length of the professional practical training (in weeks) ¹¹

- b) Indicate the key outcomes of national and regional cooperation in educational activities over the past 5 years and evaluate their contribution:

--

- c) Describe and evaluate the involvement and impact of Programme staff in national and regional professional associations, organizations and associations in relation to educational activities over the last 5 years:

--

Please complete the following table:

Membership in national and regional professional associations, organizations and associations in relation to educational activities
Organization name

¹⁰ Obligatory professional practical training means a professional practical training that is part of the accreditation of a given Specialisation, implemented as a part of a course or a separate course. Only professional practical training is included.

¹¹ Where more than one professional practical training is prescribed within a particular Specialisation, the cumulative duration of these professional practical trainings is indicated.

Membership in national and regional professional associations, organizations and associations in relation to educational activities
Organization name

4.2 International cooperation in educational activities

a) Describe the main mechanisms and other supportive measures ensuring that transnational cooperation is reflected in the Programme's educational activities (e.g. implementation of the Programme together with foreign partners - in the case of joint / double / multiple Degree Programmes - and rules for their implementation, programmes to support international mobility of Teachers and students and mechanisms for integrating foreign mobility into curricula, procedures of using foreign Programmes within e-learning, foreign academic staff involvement in educational activities, realization of courses taught in foreign languages, etc.):

--

b) List of courses / short courses in a foreign language over the last 5 years:

Courses / short courses in a foreign language	
Course/ short course name	Teacher

Please provide more detailed information about courses / short courses:

--

c) If relevant, evaluate the offer and students' interest in studying the entire Degree Programme in a foreign language over the last 5 years:

--

Membership in national and regional professional associations, organizations and associations related to creative activities
Organization name

Membership in international professional associations, organizations and associations related to creative activities
Organization name

Comments:

e) Identify the key conferences / other events relevant for the given Degree Programme (co-) organized by the USB over the last 5 years:

Name of the conference / event	Number of participants (estimate)	Was the conference international? ¹² Yes / No	Conference focus (brief description)

f) Describe the main mechanisms and other supportive measures ensuring that creative activities are projected into cooperation with practice:

--

¹² International Conference is a conference attended by at least one foreign speaker, where all contributions are carried out in at least one of the following languages: English, French, German, or language according to the professional focus of the conference, e.g. for philological disciplines.

g) Provide examples illustrating the projection of the activities or results of the creative activities into cooperation with practice over the past 5 years:

Applied and contract research projects
Project title and a brief description of its focus
Projects of development, transfer of knowledge and technology
Project title and a brief description of its focus

Comments:

h) Evaluate the significance of the presented creative activities in Czech and international contexts:

--

5.2 Mobility of students

Please complete the following table:

Mobility of students (regardless of source of funding)	
Number of mobilities	Year
Total number of outgoing students ¹³	
Number of outgoing students (minimum of 14 days) ¹⁴	
Total number of incoming students	
Number of incoming students (minimum of 14 days)	

¹³ Outgoing students (i.e. number of departures) / incoming students (i.e. arrivals) - Students who have completed (completed) a stay abroad / semester stay at the USB in the given year; also include those students whose stay started in the previous year and ended in that year (the date of the end of the stay is decisive). All students are counted **regardless of the length of their stay**.

¹⁴ Outgoing students (i.e. number of departures) / incoming students (i.e. arrivals) - Students who have completed (completed) a stay abroad / semester stay at the USB in the given year; also counts those students whose stay started in the previous year and ended in that year (the date of the end of the stay is decisive). Only students whose stay lasted **at least 2 weeks (14 days including travel) are included**.

a) Specify the most important partner universities where foreign study stays and student internships take place:

--

b) Comment on the interest of students in taking part in foreign study stays and internships:

--

c) Evaluate student mobility (travel and arrivals) over the last 5 years, especially in terms of their number, contribution and inclusion of mobility in curricula; comment on any relevant major obstacles to mobility:

--

5.3 Mobility of academic and scientific staff

Mobility of academic and scientific staff (regardless of source of funding)	
Number of mobilities	Year
Total number of outgoing academic and scientific staff ¹⁵	
Number of outgoing academic and scientific staff (minimum of 5 days) ¹⁶	
Total number of incoming academic and scientific staff	
Number of academic and scientific staff arriving (minimum of 5 days)	

a) Evaluate the evolution of mobility of academic and scientific staff (outgoing and incoming, research stays, lecture stays, conferences and other types of stays) over the last 5 years, especially in terms of their number and contribution; comment on any relevant major obstacles to mobility:

--

¹⁵ Outgoing academic and scientific staff (i.e. number of departures) / incoming academic and scientific staff (i.e. arrivals) - staff who have completed (completed) a stay abroad / semester stay at a USB; also include those staff whose stay started in the previous year and ended in that year (the date of the end of the stay is decisive). All academic and scientific staff are included **regardless of the length of their stay**.

¹⁶ Outgoing academic and scientific staff (i.e. number of departures) / incoming academic and scientific staff (i.e. arrivals) - staff who have completed (completed) a stay abroad / semester stay at a USB; also include those staff whose stay started in the previous year and ended in that year (the date of the end of the stay is decisive). Only academic and scientific staff whose stay lasted **at least 5 days (including day of arrival and departure) are included**.

6 Evaluation

- a) Identify the key target groups (academic and other staff, students, graduates, key employers of graduates and other relevant actors) from whom you receive feedback and state what mechanisms and in what form of evaluations and frequency the feedback is obtained from these groups (surveys, qualitative or quantitative surveys, involvement of internal or external evaluators, peer review, etc.):

- b) Describe the policy for handling outcomes of feedback processes and the way these outcomes are used and communicated both inside and out:

- c) Describe the results of the student's assessment of teaching and evaluate any measures that have been taken on the basis of the survey results:

- d) Comment on the quality of the Graduation Theses defended in the year 20.. by 31st December):

- e) In the case of accredited Advanced Master's Procedure (Master's and consecutive Master's Programmes), comment on the quality of the Advanced Master's Theses defended in the year 20.. by 31st December):

7 Additional information

- a) Here you can provide any additional information, comments and suggestions that you think should be taken into account regarding the implementation of the Degree Programme and its evaluation:**

--

8 Final summary

- a) Define the strengths and weaknesses of the Programme, its opportunities and threats (SWOT analysis)

Please complete the following table:

SWOT analysis		
Factors	Favourable	Adverse
Internal	Strengths	Weaknesses
External	Opportunities	Threats

Specify the strategic objectives resulting from the SWOT analysis (*add rows as necessary*):

1.	
2.	
3.	
4.	
5.	

- b) Outline the Programme development strategy for the future (within a 5-year horizon):

--

c) Outline the strategy for the further evolution of staffing, educational activities and related activities for the Programme concerned:

d) Define the main strategic objectives in the field of national and regional cooperation in educational activities:

e) Define the main strategic objectives in the field of international cooperation in educational activities:

f) Define the main strategic objectives for the development of creative activities:

g) Define the main strategic objectives for international cooperation in creative activities:

R 410 Annex VI: Structure of the Appendix to the Self-Evaluation Report of the Degree Programme

Appendix to the Self-Evaluation Report of a Degree Programme for academic year: ...

Basic information about the degree programme			
Programme name:			
Programme code:		Type:	
Mode of study:		Academic degree:	
Standard length of study:		Language:	
Profile:		Field of education:	
Faculty:		Accreditation until:	

Written by:		
Date:		<p>.....</p> <p>Signature of the guarantor responsible for the preparation of the Appendix to the Self-Evaluation Report of a Degree Programme</p>
Date:		<p>.....</p> <p>Dean's signature</p>

1) Provide your statement to the verbal assessment of the Appendix to the Self-Evaluation Report of a Degree Programme for academic year 20... as formulated by the USB Internal Evaluation Board¹:

2) Assess the results of the course survey (a student assessment of teaching) for the LS 20../20 summer term.. and the 20../20.. winter term and describe any measures that have been adopted based on the results of the survey:

3) Provide information on other feedback that has been received with respect to the degree programme, the level and the rate of graduate employment, employers' expectations, evaluations related to creative work, etc., over the past year, and describe any measures that have been adopted based on the feedback:

4) Indicate any changes to the personnel resources of the degree programme and any other significant changes concerning the fulfilment of relevant degree programme requirements – changes over the past year, as well as any summary changes made since the last degree programme's approval:

5) Describe how well the degree programme development strategy has been accomplished over the past year:

6) Outline the degree programme's development for next year:

¹ *During the first year after the preparation of the Self-Evaluation Report of a Degree Programme for a Five-Year Period, the degree programme guarantor, when preparing an Appendix to the Self-Evaluation Report of a Degree Programme, provides his/her statement to the verbal assessment of the Self-Evaluation Report of a Degree Programme for a Five-Year Period as formulated by the Internal Evaluation Board; in subsequent years, the guarantor provides his/her statement to the verbal evaluation of the Appendix to the Self-Evaluation Report of a Degree Programme for the previous year.*

7) Provide information how data from a SWOT analysis have been used over the past year, namely how you have coped with weaknesses and threats to the degree programme:

8) You can indicate any other information, comments and/or suggestions which, in your opinion, should be take into consideration in relation to the implementation of the degree programme and its evaluation:

R 410 Annex VII: Record of discrepancy form

Discrepancy records - the USB's internal quality assurance and assessment system			
Constituent part of USB:		Ref. number of the discrepancy:	
Process affected by the discrepancy:			
Discrepancy discovered by:		Date when the discrepancy was discovered:	
Person authorised to deal with the discrepancy:		Deadline for discrepancy remedy:	
Description of the discrepancy :			
Cause of the discrepancy:			
Corrective measures:			
Preventive measures:			
Check of the discrepancy remedy (effectiveness of approved corrective / preventive measures):			
Quality Coordinator:		Date:	