



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

Number R 591

Date 13 May 2025

---

### **ADDENDUM TO RECTOR'S ORDINANCE R 533**

#### **regulating the processes of internal evaluation of the proposal for registration (approval) of a lifelong learning (LLL) course leading to a microcertificate (MC) under the USB Internal Evaluation Board (IEB USB) at the University of South Bohemia in České Budějovice in 2025**

- 1) The LLL USB Board provides input to IEB USB meetings. The submissions shall include a positive statement/recommendation of the LLL USB Board, which, as part of its internal processes, carries out an assessment of the form and content of each proposal submitted for the registration (approval) of a lifelong learning (LLL) course leading to a microcertificate (MC), hereinafter referred to as the 'proposal'; as well as a positive statement of the relevant ministry, if the proposal is subject to its approval, or a positive statement of the programme guarantor for a proposal for the approval of an integrated microcertificate.
- 2) The USB IEB will ensure the assessment of the materials and the preparation of a statement with a recommendation/non-recommendation of the relevant evaluation committee in the case of a proposal for approval of an integrated micro-certificate. The subsequent evaluation process is analogous to the evaluation process of degree programmes.
- 3) For the other proposals submitted (except for the integrated microcertificates), the LL USB Board is seen as the external evaluation committee of the IEB USB. These proposals are discussed in the IEB USB plenary session.
- 4) The IEB USB evaluation committees always assess the course concept and staffing in relation to the established quality standards. The sub-requirements in relation to the established quality standards are as follows, applied as appropriate in relation to the nature of the submitted proposal:
  - a) Consistency and course requirements
    - The course must be internally consistent and meet the relevant requirements with regard to the nature of the microcertificate (integrated/stand-alone).
    - The course must have clearly defined learning outcomes (graduate profile).
    - The course must include the prerequisites required for enrolment in the LLL course and any links to accredited degree programmes and other LLL courses.
    - The course must be classified at the appropriate EQF level.
  - b) Study plan and its composition
    - The course must have a clearly defined study plan and its composition (in the case of a multi-course course).
    - The course must include the form, content and scope of learning (including the number of ECTS credits).
    - The course must have defined instruction methods, student requirements (learning obligations), learning outcomes, type and method of assessment (verification of learning outcomes).



- The course must secure practical training (if relevant).
  - The study plan and overall course design must guarantee the professional quality of the course.
  - The content of learning must be based on the current state of scientific knowledge.
- c) Course staffing
- The course must meet the relevant requirements in terms of staffing (course guarantor, qualification structure of guarantors of individual courses and other educators).
  - The course must have a sufficient number of educators with a sufficient scope of employment in relation to the nature and scope of the educational activity provided.
  - The profile and erudition of guarantors of study courses and educators must be evidenced by the outputs of creative activity or professional practice.
- d) Institutional organisation of the course
- The course must be provided with the necessary institutional (informational, material and financial) conditions for the implementation of the course in relation to its type, profile, form and language of study.
  - The course must have the approval of the recognition bodies for regulated professions, accreditation from the relevant ministry, accreditation of places of practical training (if relevant).
  - The course must have contractual arrangements secured with other collaborating institutions and places of practical training (if relevant).
  - The course must have internal standards and information about the studies available in the relevant language.
  - The course must have study materials, readings and other resources for part-time and distance learning (if relevant).
- 5) The USB IEB will discuss the course proposal at its meeting. The decision to approve a course and its registration shall be based on a resolution of the USB IEB for a maximum period of 10 years, taking into account the nature or type of the course. In case of non-recommendation of registration, the IEB USB shall attach its justification. The IEB USB resolution will always be published on the IEB USB website. The MC itself shall indicate the reference number and date of approval of the MC given by the IEB USB decision.

This ordinance shall enter into force and take effect on the date of its publication in the public section of the USB website.

prof. Ing. Pavel Kozák, Ph.D.  
Rector

Prepared by: Vice-Rector for Internal Evaluation and Accreditation

Distribution list: USB management, IEB USB, Deans of USB faculties, faculty quality coordinators, LLL USB Board